

Internal Audit Checklist Report (IMD026 Rev.1)

Process to Audit (Audit Scope)

Audit Number (refer to Schedule)

IA006

Audit Date

13/09/2023

Lead Auditor

Lee Bullock

Other Auditors**Is the site to audit the one listed in the IMS Manual?**☒ Yes ☐ No**Which process is to be audited?**

Objectives and planning to achieve them

Does this process cover NHSS8 requirements?☐ Yes ☒ No**Have any policies been revised?**☐ Yes ☒ No**Has the IMS Manual been revised?**☐ Yes ☒ No

IMS Manual Changes

Version	Nature of changes	Details of amendment	Author	Approval	Date
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Documents applicable to the processes to be audited

Document ID	Name	Rev.
IMS Manual	Integrated management system manual	1.0
IMP004	Environmental Management Policy	1.0
IMD004	HSEQ Objectives & Targets Program	1.0

Compare Documentation vs. Requirements

Compare the INFRATEC documentation with the applicable clauses of ISO 45001; 14001; and 9001.

In general, does the INFRATEC documentation meet the requirements of ISO 45001; 14001; and 9001?☒ Yes ☐ No**Evidence Upload**

Notes

Are there any customer requirements that may be applicable to this process. In general, does the INFRATEC documentation meet these requirements?

☐ Yes ☒ No ☐ N/A

Evidence Upload

Notes

Are there any NHSS8 requirements that may be applicable to this process. In general, does the INFRATEC documentation meet these requirements?

☐ Yes ☒ No ☐ N/A

Evidence Upload

Notes

Are there any statutory or regulatory requirements that may be applicable to this process.

☐ Yes ☒ No ☐ N/A

Evidence Upload

Notes

Indicate any other suggestions for improvement related to the documentation:

Compare Actual Practice vs. Requirements

Compare the requirements of ISO 45001; 14001; and 9001, the INFRATEC Integrated Management System Manual and other documentation against working practice.

Findings

Practice 1		
Requirement Ref.	Question	Y/N (or N/A)
9001 - 6.2	Does the organisations have quality objectives and planning?	Yes
Evidence		Notes
		The organisations IMS manual outlines the process for quality objectives and planning. The organisations follows the SMART pneumatic as seen in figure 8 of the IMS

Review previous audits for this process. Review previous CARs issued against this process, or as a result of previous audits for this process. Add additional checklist questions here, based on the previous audits, CARs or other documents or requirements, as you see fit.

Findings

Practice 1		
Requirement Ref.	Question	Y/N (or N/A)
		Yes

14001 - 6.2

Does the organisations have environmental objectives and planning and how do they achieve them

Evidence

IMP004 Environmental Management Policy Statement.pdf

Notes

The organisations IMS manual outlines the location of the Environment management policy IM004.

The environment policy is reviewed quarterly at the management review meetings.

Practice 2

Requirement Ref.

45001 - 6.2

Question

Does the organisation have HSEQ objectives and planning

Y/N (or N/A)

Yes

Evidence

Notes

as outlined within the IMS manual the organisations has IMD004 HSEQ Objectives and Target Program. The goal within is to provide better awareness and competency to ensure all employees are informed of their responsibilities.

Verify the Effectiveness of the Process

Review the applicable procedure(s) for this process and answer the questions below.

Are the procedure steps accurate and complete as compared to true practice?

☒ Yes ☐ No ☐ N/A

Evidence Upload

Notes

Are there sufficient check steps (inspections, tests, reviews, approvals, sign-offs, etc.) that ensure the process outputs meet requirements before passing onto the next process?

☒ Yes ☐ No ☐ N/A

Evidence Upload

Notes

Does the process appear to adequately meet the requirements of ISO 45001; 14001; and 9001 and the INFRATEC documentation?

Evidence Upload

☒ Yes ☐ No ☐ N/A

Notes

The organisations IMS Manual meets the standards 6.2 across 9001 - 14001 - 45001

Does the process appear to adequately meet all customer or regulatory requirements?

Evidence Upload

☒ Yes ☐ No ☐ N/A

Notes

Indicate any problems you uncovered with the process:

Provide brief details on any areas that you found were well-implemented, particularly effective or worth noting as positive traits of the process.

Summarise Findings for CAR system

Based on the findings and nonconformities you have recorded in the previous sections, summarise the necessary actions needed. For type, choose one of the following:

- **C** =Corrective action needed (existing noncompliance)
- **P** = Preventive action needed (potential noncompliance)
- **OFI** = Opportunity for Improvement

Findings

Stand ard	Clause	What was the requirment?	What evidence was found	Rationale	Type	Minor/ Major

Lead Auditor Signature

Date

13/09/2023

