INFRATEC

Internal Audit Checklist Report (IMD026 Rev.1)

Process to Audit (Audit Scope)

Audit Number (refer to Schedule)
026

Audit Date
26/09/2023

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?
Continual Improvement

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

Documents applicable to the processes to be audited

Document ID	Name	Rev.
IMS	Integrated Management System Manual	1.0
IMD036	Continuous Improvement Log	2.0

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? **Evidence Upload**

○ Yes ⊙ No ○ N/A

Notes

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

○ Yes ⊙ No ○ N/A

Notes

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

○ Yes ⊙ No ○ N/A

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)
10.1	Does the organization determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction?	Yes

Evidence

Notes

The organisation determine selected opportunities for improvement and implement necessary actions to achieve the intended outcomes.

Continuous Improvement Log - Rev 002 Archive. Details previous CI objectives and completed dates.

Practice 2

Requirement Ref.	Question	Y/N (or N/A)
10.2.1	When a nonconformity occurs, including those arising from complaints, does the organisation:	Yes

Evidence	Notes
	The organisation has implemented and maintains processes including reporting, investigation and taking actions to determine and manage incidents and nonconformities. Detailed in the IMS the organisation: - React in a timely manner to the incident or nonconformity and as applicable; - take action to control and correct it. - Deal with the consequences The Organisations evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by: - Investigation the incident or reviewing the nonconformity - Determining the cause of the incident or nonconformity - Determining if similar incidents or nonconformities exist, have occurred or could potentially occur.

Practice 3

Requirement Ref.	Question	Y/N (or N/A)
10.2.2	Does the organisation retain documented information as evidence of nonconformity and actions taken	Yes

Evidence	Notes
	The organisation retains documented information as evidence of, - The nature of the incidents or nonconformities and any subsequent actions taken - The Results of any action and corrective action, including their effectiveness The organisation communicates this documented information to relevant workers, and other relevant interested parties.

Practice 4

Requirement Ref.	Question	Y/N (or N/A)

10.3	Does the organization continually improve the suitability, adequacy and effectiveness of the quality management system?	Yes

Evidence

Notes

The organisation continues improve the suitability, adequacy and effectiveness of the IMS by:

- Enhancing occupation H&SEQ performances
- Promoting a culture that supports the IMS
- Promoting the participation of workers in implement actions for the CI of the IMS
- Maintaining and retaining documented information as evidence of CI

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.

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? **Evidence Upload**

◉ Yes ○ No ○ N/A

Notes

Yes the company is actively involved with CI evidently with 9001- 14001 - 45001

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? **Evidence Upload**

◉ Yes ○ No ○ N/A

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

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

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

Lead Auditor Signature

Date

26/09/2023