INFRATEC

Internal Audit Checklist Report (IMD026 Rev.1)

Process to Audit (Audit Scope)

Audit Number (refer to Schedule)
028

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?
Management Review

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

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

9.3.1 within NHSS-8 Oct 22 - General (i)

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)
NHSS - 9.3.1	Does the organisation review the qulity management system no less frequently than once every twelve months to ensure its continuing suitability and effectiveness to conform to NHSS	Yes

Evidence

Notes

IMS Manual - At least annually the Managing Director will organise a management meeting with the SMT to review performance, issues and improvements.

Practice 2

Requirement Ref.	Question	Y/N (or N/A)
9001 - 9.3.1	Does top management review the organization's quality management system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organisation?	Yes

Evidence

Notes

IMS Manual - At least annually the Managing Director will organise a management meeting with the SMT to review performance, issues and improvements.

Practice 3

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

9001 - 9.3.2	Does the organisation ensure management review inputs	Yes

Evidence

Notes

Review Inputs -
- Follow up actions from management reviews
- Results of Internal and external audit findings and evaluations of compliance with legal requirements and with other requirements and recommendations for future audits.
- Review of Risk Assessments
- HSEQ meeting outputs
- Review of customer feedback
- Review of legislation
- Register of Environmental of Aspects & Impacts
For full list of inputs see IMS Manual page 57 of 58.

Practice 4

Requirement Ref.	Question	Y/N (or N/A)
9001 - 9.3.2	Does the organisation ensure management review outputs	Yes

Evidence

Notes

The organisations outputs of Management Review meetings are management actions or corrective action logs to make changes or improvements to their IMS and the provision of resources needed to implement actions.

Practice 5

Requirement Ref.	Question	Y/N (or N/A)
14001 - 9.3	Does top management review the organization's EMS, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness?	Yes

Evidence

Notes

	IMS Manual - "The SMT reviews the IMS at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. The review includes assessing opportunities for improvements, and the need for changes to the IMS, including HSEQ policies and objectives" The organisation reviews HSEQ every quarter or at least annually.

Practice 6

Requirement Ref.	Question	Y/N (or N/A)
45001 - 9.3	Does top management review the organisation's OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness?	Yes

Evidence	Notes
	IMS Manual - "The SMT reviews the IMS at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. The review includes assessing opportunities for improvements, and the need for changes to the IMS, including HSEQ policies and objectives" The organisation reviews HSEQ every quarter or at least annually.

Practice 7

Requirement Ref.	Question	Y/N (or N/A)
45001 - 9.3	Does top management communicate the relevant outputs of management reviews to workers, and, where they exist, workers' representatives (see 7.4)?	Yes

Evidence	Notes
	The organisations assign actions to SMT during the management review meetings. Any decisions made during the Management Review Meetings will be implemented and communicated to all relevant parties, including external parties.

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

Evidence

Notes

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

The organisation appears to be compliment with all standards

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

The organisation has covered 9001, 14001, 45001 and NHSS8 within this process.

Does the process appear to adequately meet all customer or regulatory requirements?
⊙ Yes ○ No ○ N/A

Evidence Upload

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	Clause	What was the	What evidence was	Rationale	Type	Minor/

ard	requirment?	found			Major

Lead Auditor Signature

Date

27/09/2023