

INSPECTION, AUDITS & TESTING PROCEDURE

1. Purpose

The purpose of this procedure is to define the process for conducting inspections, audits, and testing activities to verify that Tallan Group's works, systems, and management processes comply with legislative, client, and ISO Integrated Management System (IMS) requirements.

2. Scope

This procedure applies to all Tallan Group projects, offices, and operations covering:

- Site inspections and tests
- Internal and external audits
- Subcontractor audits
- Equipment, plant, and environmental monitoring checks

3. References

- ISO 9001:2015 – Quality Management Systems
- ISO 14001:2015 – Environmental Management Systems
- ISO 45001:2018 – Occupational Health and Safety Management Systems
- HSEQ Manuals
- Project-specific Inspection and Test Plans (ITPs)

4. Responsibilities

Role	Responsibilities
Directors	Ensures adequate resources and support for audits and testing activities.
HSEQ Manager	Develops and maintains this procedure, schedules audits, reviews inspection/ test data, and reports findings.
Project Managers	Implement inspection and testing requirements on site and ensure corrective actions are taken.
Site Supervisors	Conduct regular inspections and pre-start checks, maintain ITPs and inspection records.
All Employees	Cooperate during audits and inspections and assist in implementing corrective actions.

5. Procedure

5.1 Planning and Scheduling

The HSEQ Manager develops an Audit Schedule covering all key operational areas and major projects. The schedule must ensure that each functional area is audited at least once per year. Site inspections occur at frequencies determined by project risk level and project type (major or minor).

5.2 Types of Inspections and Audits

Type	Description	Frequency
Site Safety & Environmental Inspections & Observations	Routine inspections by Project Managers, Supervisors or HSEQ personnel focusing on WHS and Environmental hazards, controls, and housekeeping.	Major Projects – Weekly Minor Projects – As required
Quality Inspections	Verifications against ITPs, drawings, and specifications.	As per ITP
Project HSEQ Audits	Formal audit of Major Project's HSEQ Performance	Monthly on all Major Projects
Internal Audits	Formal audits of IMS processes, procedures, and records.	Annual
External Audits	Conducted by certification bodies or clients to verify system compliance.	As scheduled
Subcontractor Audits	Performance and compliance audits for key subcontractors	Annual or as required

5.3 Inspection and Testing

All inspections and tests must be conducted as per approved Inspection and Test Plans (ITPs). Results must be recorded on Inspection and Test Records (ITRs) and stored in the project's Loop page and forwarded to Tallan's HSEQ Representative. Any non-conformance identified must be recorded on a Non-Conformance Report (NCR) and managed under the Corrective Action Procedure. Testing results must be traceable to calibration certificates and standards where applicable.

5.4 Audit Process

1. Preparation: Define audit scope, objectives, and checklist. Notify relevant departments or sites.
2. Conducting the Audit: Gather objective evidence through interviews, observation, and document review. Identify non-conformances.
3. Reporting: Prepare an Audit Report summarising findings, evidence, and conclusions.
4. Corrective Actions: Assign corrective actions with deadlines. HSEQ Manager tracks closeout.

5. Follow-up: Verify corrective actions before closure.

5.5 Testing and Verification

Testing may include soil compaction, concrete strength, noise levels, air quality, or other performance parameters. Only qualified personnel or NATA-accredited laboratories are to perform formal testing. Test results are reviewed by the Project Manager, retained in Loop and forwarded to Tallan's HSEQ Representative.

6. Records

- The following records must be maintained and controlled:
- Audit reports and schedules
- Inspection and test records
- NCRs and corrective action reports
- Calibration certificates
- Equipment testing logs

All records shall be stored electronically in Loop and forwarded to Tallan's HSEQ Representative for filling in the IMS data base for a minimum of five years.

7. Review and Continuous Improvement

The HSEQ Manager and Top Management reviews inspection, audit, and testing outcomes during monthly management review meetings to identify:

- Trends and recurring issues
- Areas for system improvement
- Training or resourcing needs

This process ensures continual improvement of the IMS and operational performance.



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