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# ISO 45001:2018

## Internal Auditing Procedure

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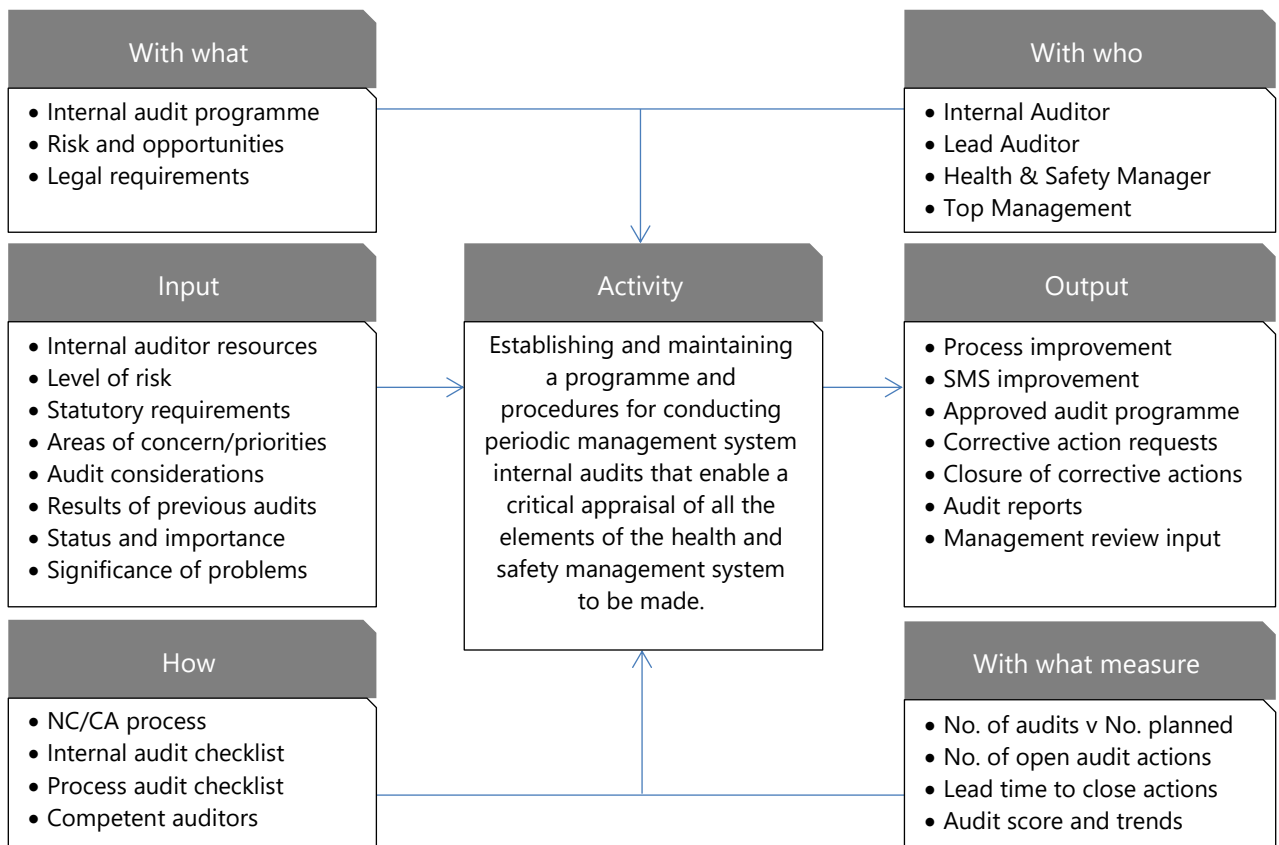
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# 1 Internal Auditing

## 1.1 Introduction & Purpose

The purpose of this procedure is to define *your organization's* process for undertaking management system internal audits, process audits, supplier evaluation and legislation audits in order to assess the effectiveness of the application of our health and safety management system and its compliance to ISO 45001:2018. This procedure also defines the responsibilities for planning and conducting audits, reporting results and retaining associated records.

### 1.1.1 Process Activity Map



### 1.1.2 References

Standard	Title	ISO Clauses	Manual Sections
BS EN ISO 45001	OH&S management system requirements	9.2	9.2
BS EN ISO 45002-1	Guidance on managing occupational health	9.1	

### 1.1.3 Terms & Definitions

Term	Definition
Conformity	Fulfilment of a requirement
Non-conformity	Non-fulfilment of requirement
OFI	Opportunity for improvement
Corrective action	Action to eliminate the cause of a non-conformity and to prevent recurrence

## 1.4 Internal Audit Process

### 1.4.1 Auditor Competency

Internal audit resources include the personnel with the necessary skills, training and qualification. Evidence of auditor qualification is maintained in the employee training files. All auditors are appropriately trained and experienced. Minimum competency requirements have been set as:

1. Secondary or higher education;
2. Familiarity with the 5 principles of auditing and applying them to the audit process;
3. Work experience: more than 5 years;
4. Relevant training: provided in-house or externally;
5. Audit experience: demonstrable knowledge/skills.
6. Management system lead auditor training;
7. Technical understanding of the OHS control requirements for the area or subject being audited.
8. Auditors are approved by the [Health & Safety Manager](#).

The [Internal Auditors](#) are selected to ensure objectivity and impartiality of the audit process. This is achieved by selecting a team of auditors from cross-functional departments who have received the appropriate training in the auditing process.

### 1.4.2 Internal Audit Programme

The [Health & Safety Manager](#) is required to prepare and distribute the *Internal Audit Programme* that is dependent upon the size and complexity of operations, including the identification and frequency of each audit, e.g. monthly, quarterly, annually, and reflects:

1. The level of risk associated with the activity, policy or procedure;
2. The priority of the specific element of the health and safety management system;
3. The results of previous audits; and
4. The significance of problems identified in the areas to be audited.

The frequency of audits depends on the criticality of each process and the perceived need to audit, but all processes and areas are formally audited at least during a [2-year audit cycle](#). Critical processes that directly affect health and safety performance are audited at least [annually](#), or more regularly as required. Unscheduled audits may be conducted at any time based upon:

1. Previous audit results;
2. Regulatory inspections;
3. Operational changes (planned or unplanned);
4. Management review concerns;
5. Incidents;
6. Identified non-conformances.

Using the *Internal Audit Programme*, the [Health & Safety Manager](#) ensures that the *Process Matrix Worksheet* is completed. The process matrix provides a convenient overview of which ISO 9001 requirements are fulfilled by which process or function and provides an indication of their sequence and interaction.