

**Supporting document 1**

**Audit standard**

***Please note:*** *This standard is for educational purposes only.*

Use this audit standard to carry out the gap analysis for Part 2, Activity 4 (a)(i).

**1.0 Planning**

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| Requirements: |
| 1.1 | Establish audit programme. |
| 1.2 | Selection of and checks on competence of audit lead. |
| 1.3 | Establish the scope of the audit. |
| 1.4 | Set procedures for the audit. |
| 1.5 | Detail on the audit method selected. |
| 1.6 | Select audit team (including checks competence of the audit team). |

**2.0 Conduct the audit**

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| Requirements: |
| 2.1 | Prepare audit plan. |
| 2.2 | Assign responsibilities to audit team.  |
| 2.3 | Prepare audit documents, eg checklists. |
| 2.4 | Carry out document review. |
| 2.5 | Conduct an opening meeting with relevant workers. |
| 2.6 | Gather information: |
| 2.6.1 | - Visit the site and assess the risks |
| 2.6.2 | - Document and record observations made on-site |
| 2.6.3 | - Identify strengths and weaknesses |
| 2.6.4 | - Rank findings in order of priority, ie major to minor risks |
| 2.7 | Prepare audit report including: |
| 2.7.1 | - Findings |
| 2.7.2 | - Conclusions |
| 2.7.3 | - Recommendations |
| 2.8 | Conduct a closing meeting. |
| 2.9 | Distribute the report to relevant workers/parties.  |

**3.0 Audit follow-up**

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| Requirements: |
| 3.1 | How? |
| 3.2 | When? |
| 3.3 | Who? |
| 3.4 | Further monitoring for incomplete actions. |