

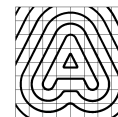
**Aitken & Partners**

**Integrated Management System**

**MP05 Internal Audit Procedure**

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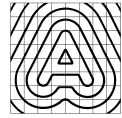


## Overview

This procedure forms a part of the Aitken & Partners Integrated Management System. The document describes the procedures to be followed for internal audits of Quality, Safety, HR and Environmental procedures, process audits, and statutory reporting within JJ Aitken & Partners Pty Limited.

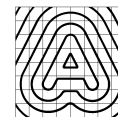
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# Contents

<b>1. SCOPE</b>	<b>4</b>
<b>2. PURPOSE</b>	<b>4</b>
<b>3. REFERENCED &amp; ASSOCIATED DOCUMENTS</b>	<b>4</b>
3.1 Referenced Documents	4
3.2 Associated Documents	4
<b>4. DEFINITIONS</b>	<b>5</b>
<b>5. RESPONSIBILITIES AND AUTHORITIES</b>	<b>5</b>
<b>6. PROCEDURES</b>	<b>6</b>
6.1 Internal Audit Scheduling	6
6.2 Conducting An Audit	6
6.3 Audit Follow Up	6
6.4 Audit Review	6
<b>7. ATTACHMENTS</b>	<b>8</b>



## 1. SCOPE

This procedure covers internal audits of Quality, Safety, HR and Environmental procedures, process audits, and statutory reporting within JJ Aitken & Partners Pty Limited.

## 2. PURPOSE

The purpose of this procedure is to define the responsibility and authority and the method of conducting audits.

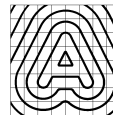
## 3. REFERENCED & ASSOCIATED DOCUMENTS

### 3.1 REFERENCED DOCUMENTS

Reference	Document Number	Document Name
3.1.1		
3.1.2		
3.1.3		

### 3.2 ASSOCIATED DOCUMENTS

Reference	Document Number	Document Name
3.2.2		
3.2.2		
3.2.3		



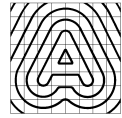
## 4. DEFINITIONS

- 4.1 **Internal Audits** – audits of relevant Quality, Safety, HR and Environmental processes and procedures related to Aitken & Partners operations.
- 4.2 **Nonconformances** are deficiencies that could prevent effective system compliance in significant procedural / system activities and requirements. A nonconformance requires corrective action.
- 4.3 **Discrepancies** are objective evidence of isolated, but relatively serious deficiencies in the documentation, implementation or effectiveness of the system.
- 4.4 **Observations** are items that do not represent a failure to adhere to a procedure, but that might offer an opportunity for improvement or a means of avoiding potential problems.
- 4.6 **Objective Evidence** consists of qualitative or quantitative information, records or statements of fact pertaining to the quality of an item or service or to the existence and implementation of a quality system element, which is based on observation, measurement or test and which can be verified.
- 4.7 **Qualified Auditors** - Personnel trained and qualified by competency based training courses, approved by JAS/ANZ and /or recognised for accreditation with QSA. Courses registered with the National Training Board are considered.

A person may also become a qualified auditor by observing two internal audits, and being observed on two internal audits.

## 5. RESPONSIBILITIES AND AUTHORITIES

- 5.1 **Company Director** has the responsibility and authority to:
  - 5.1.1 Ensure quality audits are scheduled and carried out at appropriate intervals by appropriately qualified personnel, outsourced if required.
  - 5.1.2 Analyse results of the audit reports and ensure that corrective measures are carried out as required.
  - 5.1.3 Maintain records of audit reports.



## **6. PROCEDURES**

### **6.1 INTERNAL AUDIT SCHEDULING**

- 6.1.1 An audit assessing the effectiveness and relevance of all procedures, policies and processes within Aitken & Partners Integrated Management System shall be conducted at two yearly intervals.
- 6.1.2 Auditors shall be assigned that do not have a conflict of interest with respect to the audited area or activity (e.g. are not responsible for the area or activity being audited). These audits are to be outsourced to appropriately qualified personnel if required to ensure independence.

### **6.2 CONDUCTING AN AUDIT**

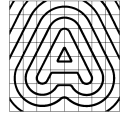
- 6.2.1 The auditor shall conduct the audit in accordance to the requirements of ISO9001, ISO14001 and AS4801, along with the requirements of Aitken & Partners Integrated Management System and relevant legal and regulatory requirements.
- 6.2.2 The auditor shall provide a written report, including objective evidence and any corrective action recommendations.

### **6.3 AUDIT FOLLOW UP**

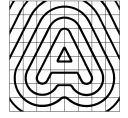
- 6.3.1 Any follow up audits should review the recommendations of previous audit and the effectiveness of the implementation of corrective actions to address any issues highlighted.

### **6.4 AUDIT REVIEW**

- 6.4.1 Audit Results and follow up actions shall be reviewed by management at regular intervals.



## Attachments



## **7. ATTACHMENTS**

Nil