

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PROC/006
Implementation Date	03.12.2018
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INTERNAL AUDIT PROCEDURE



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1. PURPOSE

To define the system used for conducting internal audits of the HSE Management System and legal requirement.

2. SCOPE

This procedure applies to all employees, contract employees, guests, and visitors to the company.

3. EXEMPTIONS

No Exemptions shall take preference to this procedure.

4. RESPONSIBILITIES & IMPLEMENTATION

Managers

The Manager will be responsible for compilation and updating of the internal audit schedule/s and register.

It is the responsibility of the Manager to ensure that audits are conducted timeously as per audit schedule set out in the management review annually.

The Manager must select internal auditors

Legal Audits shall be conducted by an external service provider at least once in 3 years.

Although the internal auditors will follow up on corrective actions and the effectiveness of corrective action, the Manager must also follow up on the effectiveness of the corrective action from NCR's raised through the scheduled Audits.

It is the responsibility of the Manager to report to the Executive Board members of the **THENJIWE SUPPLIES & REPAIRS**, the results of internal audits evaluations, and legal non-compliance noted during internal audits.

HSE Officer (Internal auditors)

The HSEE Officers which are competent (either via qualification or experience) will conduct internal audits.

It is the responsibility of the internal auditors to arrange the audit with the personnel involved, conduct the audit; complete the audit checklist as well as the audit report.

It is the responsibility of internal auditors to follow up on the progress of corrective action as well as to sign off on corrective action from previous audits.

It is the responsibility of HOD's to ensure that corrective actions from non-conformances noted are actioned timeously.

5. ABBREVIATIONS

NCR - Non-conformance report

EMP - Environmental Management Plan

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SHE - Safety Health & Environmental

6. DEFINITIONS

Not applicable

7. GENERAL

Not applicable

8. PROCEDURE

8.1 Pre-Audit Activities

Manager;

- Compiles the Internal Audit Schedule/s.
- Bases the frequency of audits on the HSE impact of the **THENJIWE SUPPLIES & REPAIRS**
- Updates the Audit Register.

The HSE audits can include a review of documents, interviews with staff as well as visual observations during the walk-about.

The audit criteria for the internal OHS management system will be based on the requirements of the Occupational health and safety act with all the applicable regulations as well as internal system processes and procedures.

General walk a-bouts are also regarded as a form of internal auditing, as photos will be taken of non-conformances observed to serve as evidence and NCR's completed for major NCR's observed.

8.2 Conducting the Audit

The internal auditor is responsible for the audit schedule and agrees on the audit scope, time and date.

A 90% pass rate is the standard throughout the entire **THENJIWE SUPPLIES & REPAIRS** to ensure high level safety awareness amongst all employees.

All non-compliances must be raised on to an action plan form within 7 days and closed out before the next scheduled audit.

The internal auditor will require the project manager to commit himself to taking corrective action by a date acceptable to both the internal auditor and the project manager.

The Manager will be informed of all NCR's and will ensure all section managers close out all the NCR's raised in their area of authority.

8.3 Reporting the Audit Findings and corrective action follow-up

On completion of the audit, the internal auditor is responsible for presenting a brief verbal report to the Site Manager. The audit shall also be discussed in the executive meetings and the management review meetings. The auditor will then complete the checklist, confirming the scope of the audit and highlighting and explaining any particular areas of strength or weaknesses identified during the audit.

The internal auditor will submit copies of the completed Audit Report package (NCR's; the audit report) to the Site Manager as well as the Managing Director.

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It is the responsibility of each departmental Manager to monitor the progress of the corrective action taken during site visits and walk a-bouts, and to verify the effectiveness of the corrective action taken in his/her area of responsibility.

9. RECORDS

Audit Report

10. REFERENCE

Occupational Safety and Health Act and Regulations 85 of 1995
SAQA 12885
SANS 19011:2011

11. SUPPORTING DOCUMENTS

Audit Schedule
Audit Report

12. APPENDICES

Not applicable.