



Task No.	Task	Responsible Person	Timeframe
1	UNSW OHS067 OHSMS Audit Schedule 2008 – 2013 Establish Audit site and appoint auditor.	OHS & WC Manager	Annual Audit Review
2	Audit Confirmation Letter sent to auditee along with Self Audit Tool	OHS Coordinator	4 weeks prior to Audit
3	Auditee to complete Self Audit Tool (SAT) www.technet.unsw.edu.au/audit	Auditee	2 weeks prior to Audit
4	Auditor to contact auditee about outcome of Self Audit Tool (SAT) score. 1) SAT score of less than 70% = Audit failed a) Scored SAT report sent to Auditee and Faculty/Division senior manager. b) SAT non-conformances added to School/Unit Corrective Action Register. c) Auditee to contact Faculty/Division OHS Coordinator to go through corrective actions with auditee. d) End of audit process for this auditee. 2) SAT score of 70% or higher = Onsite Audit verification. Auditor to organise pre Audit meeting and Audit date	Auditee Lead Auditor Auditee Auditee Lead Auditor	Upon receipt of SAT score.
5	Pre Audit meeting – to confirm Audit date and explain Audit Process	Lead Auditor	1 week prior to Audit
6	Audit Day - Conduct Audit <ul style="list-style-type: none"> • Audit Opening Meeting • Audit Process • Audit Exit Meeting 	Lead Auditor	Total Audit Process 1 day at each site and report writing 1 day off site.
7	Audit Report and corrective actions sent to Audit Area and Faculty/Division senior manager	Lead Auditor	Due 1 week post Audit
8	Audit Findings are added to P:\OHSMS\Element 5 - Measurement\5.3 OHSMS Auditing\ OHSMS Audit Schedule 2008 - 2013.xls Audit Report added to P:\OHSMS\Element 5 - Measurement\5.3 OHSMS Auditing\Audit Reports\ (year)	Lead Auditor Lead Auditor	Due 1 week post Audit Due 1 week post Audit
9	Non conformances added to School/Unit Corrective Action Registers	Auditee	As appropriate or before Next OHS Committee meeting
10	Communicate Audit Results to Faculty/Division via School/Unit OHS Quarterly Report	Auditee	As appropriate or before Next OHS Committee meeting
11	Monitor Implementation of Audit Corrective Action <ul style="list-style-type: none"> • Update Faculty/Division Corrective Action Registers 	Level 2 OHS Committee	Until all non- conformances addressed
12	Report of UNSW OHSMS Audit results to Level 1 OHS Strategic Planning Committee.	OHS&WC Manager	Quarterly