Procedure

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Document Title	**Internal Audit & Inspection Procedure**
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to conducting planned internal audits to verify the effectiveness of its Integrated Management System (IMS), identify opportunities for improvement and ensure ongoing compliance with legislative, client and Integrated Management System (IMS) requirements.

This procedure establishes the requirements for planning, conducting, reporting and reviewing internal audits and supports compliance with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018.

Scope

This procedure applies to all elements of the Brendan McKenna Earthmoving Integrated Management System (IMS).

This includes:

- Health and Safety
- Environmental Management
- Operational activities
- Training and competency
- Risk management
- Document control
- Plant and equipment management
- Supporting management systems

Responsibilities

Role	Responsibilities
Director	Approve the annual audit programme, review audit outcomes and ensure adequate resources are available to implement corrective actions.
Operations Manager	Plan and coordinate internal audits, maintain audit records, monitor corrective actions and report audit outcomes to the Director.
Audit Personnel	Conduct internal audits objectively, collect evidence, record findings and prepare audit reports. Audit personnel shall be independent of the activity being audited where practicable.
Health & Safety Representative (HSR)	Participate in internal audits where appropriate, represent workers during consultation and assist with identifying improvement opportunities.
Supervisors	Participate in audits, provide access to personnel, work areas and records, and implement agreed corrective actions.
Employees / Contractors	Participate in audits when requested and comply with audit requirements.

Procedure

Brendan McKenna Earthmoving shall conduct internal audits to verify that the IMS remains effective, compliant and suitable for company operations.

1. Plan Internal Audits

Internal audits shall be planned using a risk-based approach.

This shall include:

- Developing an annual audit programme.
- Considering previous audit findings and corrective actions.
- Considering legislative, organisational and operational changes.
- Defining audit scope, criteria and responsibilities.
- Scheduling additional audits where significant changes, incidents or non-conformances occur.

2. Conduct Internal Audits

Internal audits shall be undertaken using approved audit checklists and objective evidence.

Audits shall be conducted by competent personnel who are independent of the activity being audited wherever practicable.

This shall include:

- Reviewing relevant procedures and supporting documentation.
- Inspecting workplaces, activities and equipment.
- Interviewing workers and supervisors where appropriate.
- Assessing compliance with legal, client and IMS requirements.
- Recording objective evidence.

Audits shall be completed using the approved IMS Audit Checklist and supported by objective evidence including observations, interviews and documented records.

3. Record and Report Findings

Audit findings shall be documented and communicated to management.

This shall include:

- Recording conformances and non-conformances.
- Recording observations and opportunities for improvement.
- Preparing an audit report.
- Communicating findings to the Director and Operations Manager.
- Recording audit outcomes within the Inspection & Audit Register.

4. Implement Corrective Actions

Corrective actions shall be implemented to address identified non-conformances and improvement opportunities.

This shall include:

- Assigning responsibilities and completion dates.
- Recording actions within the Incident / NCR / Corrective Action Register.
- Updating the IMS Action Plan where required.
- Monitoring progress of corrective actions.
- Escalating overdue actions to management.

5. Review and Continual Improvement

Audit outcomes shall be reviewed to support continual improvement of the IMS.

This shall include:

- Verifying completion of corrective actions.
- Confirming the effectiveness of implemented controls.
- Identifying recurring issues and trends.
- Updating procedures, risk assessments, registers and management plans where required.
- Reviewing audit outcomes during Management Review meetings.

Records

Record	Responsibility	Retention Location
Annual Audit Programme	Operations Manager	IMS Records
IMS Audit Checklist	Audit Personnel	Inspection & Audit Register
Internal Audit Reports	Operations Manager	Inspection & Audit Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register
Management Review Records	Director	Management Review Register

Related Information

- HS-FO-015 IMS Audit Checklist
- IMS-PR-001 Document Control Procedure
- IMS Action Plan
- Inspection & Audit Register
- IMS Document Register
- Incident / NCR / Corrective Action Register
- Management Review Register
- IMS Legal & Compliance Register

Review and Revision

This procedure shall be reviewed annually or earlier following legislative changes, certification requirements, significant organisational changes, audit findings or identified improvement opportunities.