Form 11.1 - Internal Audit Form

Form ID	Owner	Evidence location	Complete when
11.1	WHS-appointed person / Auditor	PIMS	Scheduled internal audit
Use: Assess system conformance, record observations and raise corrective actions.			

Audit details	
Client / business unit:	Robertson's Remedial and Painting Pty Ltd
Audit scope:	
Audit period:	
Date of review:	
Auditor / reviewer:	
People consulted:	
Projects / records sampled:	

Status key: C = Conforming. O = Observation / opportunity for improvement. Mi = Minor non-conformance. Ma = Major non-conformance. Record evidence for every audit area and raise Form 11.3 for findings that require corrective action.

WHSMS area	Assurance question	Status	Evidence sampled / finding
1. Scope, legal and planning	Legal, client and contractual WHS requirements are identified, current and applied to the work sampled.		
	Internal and external WHS issues, risks and opportunities have been reviewed and actioned where required.		
	WHS objectives, responsibilities and resources remain suitable for current operations.		
2. Leadership and consultation	Senior management has reviewed WHS performance, incidents, audit findings, KPIs and overdue actions.		
	Workers and service providers are consulted through inductions, pre-starts, toolbox talks and issue reporting.		
	Consultation records show worker feedback, agreed actions and close-out where required.		
3. Service provider management	Service providers are pre-qualified, approved and briefed before starting work.		
	Required insurances, licences, competencies, SWMS and SDS are verified and retained.		
	Service provider performance issues are		

WHSMS area	Assurance question	Status	Evidence sampled / finding
	recorded, escalated and closed out.		
4. Risk management and SWMS	Project risk assessments reflect current scope, site conditions, high-risk work and changed hazards.		
	SWMS are task-specific, signed onto, reviewed when work changes and matched to actual controls.		
	Permits, isolations, design-risk decisions and work-at-height rescue controls are implemented where required.		
	Hazard reports, near misses and worker observations are reviewed for repeat or systemic risks.		
5. Training and competency	Inductions, licences, VOCs, high-risk work tickets and task briefings are current for sampled workers.		
	Worker safety performance reviews identify improvement actions and training needs.		
6. Inspection, testing and servicing	Site inspections, plant pre-starts, electrical test/tag, firefighting equipment and first aid checks are completed to schedule.		
	Plant, tools, access equipment, lifting gear and hazardous substances records are current and traceable.		
7. Incident, emergency and corrective action	Incidents, injuries, service strikes, near misses and emergencies are reported, investigated and closed out.		
	Notifiable incident requirements, scene preservation and escalation rules are understood and applied.		
	Corrective actions have owners, due dates, root cause notes, verification and effectiveness checks.		
	Emergency arrangements, evacuation routes, drills and first aid readiness are current for sampled projects.		
8. Purchasing, storage and hazardous substances	Purchases, hired plant, chemicals, PPE and materials are checked for WHS suitability before use.		
	SDS, labels, storage, segregation, waste and exposure controls are suitable for sampled		

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WHSMS area	Assurance question	Status	Evidence sampled / finding
	hazardous substances.		
9. Performance reporting and management review	Quarterly WHS reporting, KPIs, LTIFR/trend data and client reporting are accurate and evidence-based.		
	Management review considers audit results, legal change, incidents, trends, resources and improvement actions.		
10. Document and record control	Current WHS documents are available; superseded or uncontrolled documents are removed from use.		
	Breadcrumb, PIMS, HR and project-file records are complete, retrievable and held in the correct location.		

Audit summary	Response
Overall audit rating:	☐ Effective ☐ Mostly effective ☐ Action required ☐ Major action required
Priority strengths observed:	
Priority risks / gaps:	
Systemic issues requiring management review:	
Forms, procedures or evidence controls requiring update:	

Corrective actions raised

Finding #	Finding / root cause	Risk	Corrective action	Owner	Due date

Sign-off	
Date:	
Auditor name / signature:	
Senior management review:	☐ Completed ☐ Not required ☐ Scheduled