[Organization logo]

[Organization name]

PROCEDURE FOR INTERNAL AUDIT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Distribution list

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Commented [45A1]: All fields in this document marked by square brackets [ ] must be filled in.

Commented [45A2]: If you already implemented ISO 9001 and/or ISO 14001, you do not need to duplicate this procedure for ISO 45001 - it is enough to add the marked sections to your existing procedure - please see the comments below.

Commented [45A3]: Adapt to the existing practice in organization.

Commented [45A4]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

Table of contents

1. Purpose, scope and users

The purpose of this procedure is to describe all audit-related activities: writing the audit program, selecting an auditor, conducting individual audits, and reporting.

The Internal Audit determines if the OH&SMS (Occupational Health & Safety Management System) is effectively implemented and maintained.

This procedure is applied to all processes and/or areas (parts of the organization) within the OH&SMS.

Users of this document are [members of top management] of [organization name], as well as internal auditors.

2. Reference documents

- ISO 45001:2018 standard, clause 9.2
- OH&S Manual
- Procedure for the Management of Nonconformities and Corrective Actions

3. Conducting of internal audit

3.1. Internal audit planning

[Job title] approves an annual program for internal audits, based on results of risk assessment related to organization activities, as well as results of previous audits. One or more internal audits should be conducted in the course of one year, ensuring cumulative coverage of the entire OH&SMS scope. Internal audits are usually conducted before management review.

Additional internal audits may be conducted in the case of:

- significant nonconformity in a process or repetition of the same nonconformity (decision about whether the nonconformity is significant and requires additional audit is made by [job title])
- significant change in process, activity, and/or products and services (decision about whether the change is significant and demands additional audit is made by [job title])

[Job title] is responsible for planning the internal audit, reporting about results of internal audits, and maintaining records.

3.2. Appointing internal auditors

[Job title] appoints internal auditors and a leader of the auditor team (if there are more internal auditors).

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An internal auditor may be someone from the organization or a person outside the organization. Criteria for appointing internal auditors are:

- ~~Knowledge of principles of auditing~~
- ~~possession of general knowledge for specific areas of audit~~
- ~~Knowledge of standards ISO 19011 and ISO 45001~~
- ~~necessary competence – achieved through education and/or experience~~

Internal auditors must be selected in such a way as to ensure objectivity and impartiality, i.e., to ~~avoid conflict of interest, because auditors are not allowed to audit their own work.~~

3.3. Conducting individual internal audits

The team leader and/or members of the auditor team define criteria, audit scope, and methods of audit.

~~The internal audit is conducted in two phases:~~

- ~~Document audit~~
- ~~Audit of compliance with documentation~~

Criteria of the audit can be compliance with ISO 45001 and/or alignment with legal requirements and ~~requirements of interest parties that the organization agreed to.~~

~~Methods of internal audit that will be applied during the internal audit are (write in the methods).~~ ~~Gathering of data is performed through reviewing existing documentation, personal observation, and~~ interviews.

~~A checklist for the internal audit can be used for conducting the internal audit.~~

3.4. Internal audit reporting

On the basis of the audit findings, the internal auditor (or internal audit team leader if there are more ~~internal auditors) makes an internal audit report that is delivered to (job title).~~

~~The internal audit report must contain identified nonconformities (major and/or minor) that require~~ ~~corrective actions, identified potential nonconformities that require preventive action, good practice~~ identified, any areas within the audit scope not covered, and recommendations for improvement of ~~the OH&SMS. The internal audit report is delivered to top management within the deadline defined~~ ~~to (job title).~~

3.5. Follow-up activities

The owner of the process in which the nonconformities are identified must ensure that all necessary ~~corrections and corrective actions for removing nonconformities and their cause are undertaken~~ ~~without unnecessary delays.~~

~~Corrective and preventive actions are undertaken according to the Procedure for the Management~~ of Nonconformities and Corrective Actions.

Commented [45A11]: ~~Audit that evaluates approved level of the organizational documentation.~~

Commented [45A12]: Audit that shows whether the processes are executed in accordance with corresponding procedure.

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Commented [45A14]: E.g., vertical check (by hierarchical levels ~~of the organization), horizontal check (by processes), or other vertical and horizontal checks of the organization system.~~

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Commented [45A16]: If you already have ISO 9001 and/or ISO 14001, just insert this part into existing procedure for internal audit.

After performing corrective actions, if necessary, audit follow up can be conducted according to the ~~Procedure for the Management of Nonconformities and Corrective Actions in order to assess the effectiveness or verification of corrective actions.~~

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4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Internal Audit Checklist	PR.13.1	2 years	[office of [job title]]	[job title]
Annual Program of Internal Audits	PR.13.2	2 years	[office of [job title]]	[job title]
Internal Audit Plan	PR.13.3	2 years	[office of [job title]]	[job title]
Internal Audit Report	PR.13.4	2 years	[office of [job title]]	[job title]

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Commented [45A21]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access the Annual Internal Audit Program, the Internal Audit Report, and the Internal Audit Checklist.

5. Appendices

- Appendix 1 – Internal Audit Checklist
- Appendix 2 – Annual Program of Internal Audits
- Appendix 3 – Internal Audit Plan
- Appendix 4 – Internal Audit Report