

BI-SRA.97.10 Audits of operational systems

Expectation

Requirements to internally, externally and independently audit site systems help to identify improvement opportunities to move to leading practice processes for work on site.

Specify

All operating systems - covering business, engineering, health and safety, environment, community and other activities are critically reviewed to identify improvement opportunities.

This process includes:

1. Identifying all business systems functioning on the site and setting an audit frequency. Shorter frequencies (6 monthly) are set for systems that are frequently relied upon or changed and for systems that influence worker decisions in high consequence potential activities. Longer audit frequencies (annual or 2 yearly) apply to other systems
2. Designing and executing audits to confirm that requirements meet leading practice (comparing to standards, external benchmarks and guidelines) and that they are functioning. This confirms that documentation/information is available for planners, supervisors and workers making decisions on the job. The tools also guide auditors to confirm that tasks are occurring in line with requirements and associated training and supervision is in place and effective
3. Audits are set for at least: Business (financial) Management; Insurance (Personal Injury, Business Interruption, etc.); Maintenance (CMMS); Health and Safety (HSMS); Environmental Management Systems; Community and Third Party Liaison; Emergency Management, and; Crisis Response
4. Nominating Accountable roles in the management team to - commission, support and react to non-conformances identified from - audits of site systems
5. Audit reports are maintained in site information management systems

Implement

1. Audits are commissioned and conducted in line with planned frequencies
2. Internal and external auditors, with appropriate skills and understanding are engaged and supported during the conduct of audits
3. Reports are submitted on audits to the commissioning site manager

Monitor

1. Audit reports are reviewed by management team members and opportunities for improvement considered for implementation
2. High level reviews of the whole site system generate reports to confirm that the site's audit management system is in place and meeting requirements - with non-conformances addressed by senior site leaders
3. Audit reports are managed in site information management systems with expiry triggers set to reinforce requirements for follow-up audits