JER-8000-MGT-PRO-0015 Internal Audit

(AS/NZS, ISO 45001:2018, Clause 9.2)

1 INTRODUCTION

KGL Resources' Safety Management System is audited on a systematic basis to ensure that the planned arrangements are being met in practice and that it continues to meet applicable requirements of AS/NZS ISO45001:2018.

2 SCOPE

This procedure details the method of planning and carrying out the internal audit to check that the organisation's procedures are being followed.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)

4 RESPONSIBILITY

Senior Leadership Team	1. Provides strategic direction on the management of health and safety within defined Executive portfolios. 2. Ensures an internal audit programme is prepared to cover all elements of the Safety Management System. 3. Ensures that suitable personnel are allocated to carry out the internal audits.
Safety Manager	4. Ensures this procedure is fit for purpose and meets all applicable legislative requirements. 5. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 6. Supports managers, supervisors and workers in the implementation and operation of this procedure in the business. 7. Recommends change or improvement to this procedure as required.
Managers and Supervisors	1. Ensure the implementation and operation of this procedure within their area of responsibility. 2. Support the consultation process. 3. Recommend change or improvement to this procedure as required.
Workers	1. Ensure they are familiar with the procedure. 2. Comply with this procedure at all times. 3. Maintain currency of training and any competencies where required for specified work tasks. 4. Recommend change or improvement to this procedure as required.

It is the responsibility of the Senior Leadership Team to ensure that:

It is the responsibility of the Internal Auditor to carry out the audits, identify any non-conformances and follow them up to ensure that they are corrected.

5 PROCEDURE

5.1 Planning

An internal audit programme has been prepared covering all elements of the Safety Management System. The programme is structured in such a manner as to ensure each procedure is audited at least annually.

Suitably trained auditors are assigned to carry out the audit of each element of the system. Note that the auditor should be independent of the work or area being audited.

Additional audits may be scheduled where problems or deficiencies have been found.

5.2 Conducting The Audit

The Internal Auditor(s) carries out the audits in accordance with the programme.

Using the procedure itself as the guide, each element is checked to ensure that its requirements are being met and that the overall purpose of the procedure is being fulfilled.

Written notes on variances, non-conformance and omissions are taken and circulated for action to appropriate personnel.

Supplementary notes are taken of supporting information and records checked, e.g. job numbers, purchase orders.

5.3 Reporting And Closing Out Non-Conformances

The Internal Auditor is responsible for following up designated actions and for the making of information on incomplete items available to the Management Review Meeting.

If the Internal Auditor believes that any procedure or method of working is not meeting its intended objectives, could be improved or that further information is required, it is discussed with the appropriate manager and Corrective Action taken. This will be reported to the Management Review Meeting.

6 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

7 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

8 RELATED DOCUMENTATION

JER-8000-MGT-PRO-0024	Assurance
JER-8000-MGT-FM-0006	Internal Audit Program
JER-8000-MGT-FM-0007	Internal Audit Report
JER-8000-MGT-FM-0010	Non-conformance Report Form

9 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

10 APPROVAL

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