**Instructions (delete):**

* The Table provides examples of a defined audit objective, scope and criteria.
* Example 2 and 3 demonstrate how the audit criteria *may* arise from more than one source document (i.e. internal procedure and ISO Standard; internal procedure and regulation).
* Note that ISO Standards (ISO 9001:2015 (Quality), ISO 14001:2015 (Environment) and ISO 45001:2018 (OH&S) now require you to define the audit criteria and scope for each audit (refer Clause 9.2.2 in the ISO Standard).
* If you are uncertain about the objective, scope or criteria – seek clarification before you start your audit.
* Referring to the stated purpose of a procedure (e.g. OH&S Induction Procedure 020) can be a good way of identifying a relevant objective for your audit (i.e. audit objective should be similar to the stated purpose of the procedure).
* It is important to be as specific as possible with the scope and criteria (so that auditees know what you are covering and what you are auditing against). A scope that reads “to audit Defence Australia” is obviously not putting enough boundaries around your audit (and we won’t see you again for 25 years!).

|  |  |  |
| --- | --- | --- |
| Objective | Scope | Criteria |
| To determine conformance of the OHS management system with ISO 45001:2018 | All elements of the OHS management system at Head Office | ISO 45001:2018 |
| To verify the site OHS induction process has been effectively implemented across project sites. | A sample of four current project sites across NSW operations. | OH&S Induction procedure 020; ISO 45001 – clause 7.3 Awareness |
| To verify OHS processes enable safe storage and handling of chemicals | Facilities Department, chemical storage locations at the Southern Depot | Safe Operating Procedure 08 – Chemical Storage;  Code of Practice for the storage and handling of dangerous goods (Part 3). |