

How to Create a Remote Internal Audit Schedule

Craig Thornton, Mango

Andrew Thornhill, IRM Systems



Presenters

- Craig Thornton, Mango



- Andrew Thornhill, IRM Systems – www.irmsystems.com.au





More Information

- Remote Audits: <https://www.irmsystems.com.au/post/how-to-conduct-remote-internal-audits>
- Audit Scheduling: <https://www.irmsystems.com.au/post/how-to-develop-an-internal-audit-schedule>

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Refresher – Conducting Remote Audits

Evidence Source	Primary	Backup
Records/ documents	MS Teams – screen share	Email
Interview (primary, backup)	Office – MS Teams Field - Facetime	Google Meet
Observation	Facetime	WhatsApp



Refresher – Audit Scheduling

- Objectives and Scope of Audit Program
- Risk
- ‘Problem’ areas – data sources?
- Timing –
 - Shift patterns
 - Seasonal patterns (vintage)
 - Projects – discrete phases (design, construct, operate)
 - Irregular tasks (bulk chemical delivery)
 - When does the activity occur?

Scheduling Remote Audits – Considerations?



- Auditee – Availability, Physical Location?
- Auditor Training
- Audit Procedure
- Information Security
- Audit Checklist
- Sample Size?
- Audit Program Effectiveness

Scheduling Remote Audits – Considerations?



- Planning and Communication
- Confirmation (Time and Alternate, Methods)
- Tools (Test, Backup, Phone Contact)
- Audit Plan and Required Sources Of Evidence
- Audit Viable?

Wednesday	22/8/20	9am - 10am	Auditor 1	6.2.2	AMPs/ engineering strategies: CCTV	IT Manager, Security Manager
		10am - 12pm	Auditor 1	7.5, 7.6, 8.1, 8.5, 8.6, 8.7	Documented information, operational planning and control. Production and service provision, release of products and services, control of nonconforming outputs	Program Manager, Project Engineer
		1pm - 1.15pm	Auditor 1	6.1	Legislative requirements and evaluation	HSEQ Manager
		1.15pm - 2.30pm	Auditor 1	7.5, 7.6, 8.1	Documented information, operational planning and control	Team Manager 1
		3pm - 4.30pm	Auditor 1	7.5, 7.6, 8.1	Documented information, operational planning and control	Team Manager 2

Q & A