

AUTHORISATION: Signature**Date**

Purpose and Scope

To ensure systematic audits are undertaken within the Company to determine whether or not:

- Health and Safety management activities are implemented effectively;
- Health and Safety management activities conform to Company standards.

To identify any non-conformances with the HSMM or Action Plan Objectives for the purpose of ensuring that appropriate corrective action is taken and suitable information is provided for the review of the Company's HSMS.

Procedure

The Director responsible for H&S has overall responsibility for overseeing H&S within the Company and ensures that:

- audit and review procedures are in place to address the H&S issues affecting business activities. These procedures should address, as a minimum, the requirements of the Company HSMM and all relevant regulatory requirements
- the Company H&S Policy documentation is regularly reviewed and updated, particularly whenever there is any significant change within the organisation
- non-conformances identified through audit and review are documented and addressed in accordance with **HSP 18**
- where there are no non-conformances this is acknowledged in reports
- the results of all of the audits and reviews undertaken are recorded
- all information from the audit and review programmes is reviewed at the annual Management Review Meeting