POLICY FOR AUDITING & CERTIFICATION TO
TQCSI QHSE CODE

In addition to the General Policy which applies to all Standards, this policy describes interpretations of the requirements for auditing and certification of QHSE management systems to QHSE made by TQCSI's Certification Approval Panel. It complements TQCSI Work Instruction 45 (QHSE) which should also be referred to by auditors when auditing clients' QHSE management systems.

A **Major nonconformance** is to be raised where:

- the agreed action plan to address a minor nonconformance has not been implemented
- a serious discrepancy or a number of like discrepancies indicate there is a total breakdown in the QHSE management system or there is a high risk of serious injury or pollution
- there is a very significant breach of legislation or a regulatory requirement
- there is a very serious OHS or environmental hazard that is not controlled and could cause permanent disability or pollution.

Timeframe for major nonconformances

When a major nonconformance is raised, the respective Audit Team Leader or General Manager is to consider the risk when deciding on the time frame for the client to satisfactorily address the nonconformance. The time frame is not to be greater than three months (unless initial certification is being sought) but is to be much shorter if there is a risk to public safety. As a guide:

- major NCR related to document control, management review, training etc - 3 months
- major NCR related to meeting safety objectives - 2 months
- major NCR related to workplace safety - 1 month
- major NCR posing an immediate or serious threat to workplace safety – 1 week.

General:

- Risk assessments must be undertaken of:
  - sites (client's premises and all temporary sites)
  - significant equipment which could cause harm
  - significant work processes
- Controls must be implemented for all hazards identified in risk assessments, based on the level of risk identified.
- All work process hazards, their controls and risk assessment should be summarised on a register (often referred to as a Hazard Register or Job Hazards Analysis (JHA) for site projects).
- Safety and environmental objectives must be identified, documented and reviewed in a plan

Approved: ***original signed***

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