



# Standard Operating Procedure

## Conduct an Internal Audit

Date: June, 2008

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### Scope

Club Captains, Chief Training Officers and Award Administrators.

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### Purpose

Internal Audits are conducted to review and improve procedures for Assessments, Proficiencies and Life Saving Services, and to ensure we are complying with the guidelines set out for Registered Training Organisations.

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### Introduction:

The following is the procedure for conducting an internal audit complying with the Registered Training Organisation Standards and the SOP's from SLS NSW.

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### Types of Audit:

An audit can be conducted on any of the following processes:

**Proficiency** – notification, organisation, attendance, assessment methods, compliance with standards, paperwork, Surfguard entry

**Member Check** – Names taken from a patrol inspection and checked against the Surfguard records for the proficiency status of each award required.

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### Who can conduct an internal Audit?

Club Captains and Chief Instructors are responsible for organising and conducting internal Club audits. Branch Education Officers and Branch Directors of Lifesaving are responsible for overseeing Branch internal audits.

A Branch Auditor should not audit their own Club. Audits should be done a minimum of once per year as per SLS NSW guidelines.

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**Activation:**

An internal Audit can not be conducted until the Auditor has both an Audit Plan and a Schedule organised for the Clubs within the Branch.

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**Written Notification:**

Clubs having an internal audit are to be advised in writing, outlining:

- Date of the audit
  - Number of awards or candidate entries to be audited
  - Information required to be provide
  - Any further info as necessary
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**Audit Processes:**

- Auditor will randomly select a process to be audited, ensuring an even selection of awards and Clubs
  - Clubs will be sent written notification of the audit and the records that will be necessary for review
  - The Club will be required to produce all written records necessary for the audit to be completed. A Club representative should be available to answer any questions the auditor may have.
  - An Internal Proficiency Validation Form is completed and supplied to the Club for its records.
  - The minimum recommendation is one random Internal Proficiency Validation per Club per year.
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**Outcomes:**

Copies of the Internal Proficiency Audit Form are distributed to:

- The Director of Rescue Services
- Director of Education and Assessment
- Branch Admin/ Awards Staff

- Club Captain, Chief Training Officer or admin staff at the audited Club
- Education Manager SLS NSW

These findings are discussed with the Club concerned and then discussed as necessary at the Branch Education Meeting.

Any recommendations for review of procedures are noted in the minutes and advised to SLSNSW on the Improvement Request Form.

These Improvement Requests are then processed in accordance with the requirements of the Improved Reporting Procedure.

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**Additional Information:**

Additional information can be found in:  
SLS NSW Standard Operating Procedures  
SLS NSW Audit Procedures  
SLSA Procedures

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**Review:**

The Board of Lifesaving will review this policy and associated documents annually prior to the beginning of the season.