

Internal Audit

The excerpt from the BSR is as follows:

BSR Sch 3.10

Management information system audit arrangements and processes

Documented audit arrangements and processes to ensure that an audit of the **management information system** is conducted at least annually in order to—

- (a) identify any deficiencies in the system; and
- (b) rectify those deficiencies.

BSR Sch 4.8

Maintenance management system audit arrangements and processes

Documented audit arrangements and processes to ensure that an audit of the **maintenance management system** is conducted at least annually in order to—

- (a) identify any deficiencies in the system; and
- (b) rectify those deficiencies.

What does this mean – what do you need to do?

This section speaks to the requirement to conduct an annual internal audit. You must audit all elements of your MIS and MMS, systems, and processes of your business (relevant to your bus operations) to ensure that any deficiencies identified have been appropriately remedied. It is suggested that an internal audit template should be used to make this assessment easier.

An example of an internal audit item would be:

Audit Report Date		1/7/2022	Previous Audit Date	1/7/2021
Audit Completed By		Mary Smith	Responsible Person Authorised	Joe Taylor
Item Reviewed	Date	Findings		Outcome
Hazards and Risks	1/7/2022	Risk Register was reviewed and found that training of staff in Emergency Management has not occurred since 2015. Refresher training to be provided by September		15/9/2022 – All drivers completed refresher training in EMP
Driver Information	1/7/2022	A check of the driver records found 15 drivers are due for DL renewal. No reminder sent to drivers yet. Send Email to all drivers to provide updated DL once received.		Outstanding
Defect reporting	1/7/2022	Satisfactory		Monitor
Incident Reporting	1/7/2022	Satisfactory		Monitor

Emergency Management	1/7/2022	Satisfactory	Monitor
NOTES / COMMENTS			
<ol style="list-style-type: none">1. Design a system that accurately reminds staff to notify drivers when DL are due to be renewed.2. Remind staff that when alerted that a driver DL is coming up for renewal that the driver is notified at least 30 days in advance so as to ensure their DL does not lapse.			