

LOGO

B.C.A. Internal Audit worksheet

Process Name:

Process code:

Auditor:

Building Officer:

Date of Audit:

Address / Consent number of site of audit:

	Audit questions	Y/N	Evidence
1	Is the procedure being used current?		
2	Has the officer been trained to undertake this task?		
3	Is the officer competent to undertake this task?		
4	Does the officer have a current Warrant?		
5	Has the officer correctly performed the technical requirements of this procedure?		
6	Have all observations been recorded on the appropriate checklist? (attach copies to this worksheet)		
7	Equipment: (answer as appropriate for individual items used) Has it been checked for safety in operation? Has it been calibrated? And is this current? Is there a procedure for its correct useage and is it being followed?		
8	Has the officer followed the procedure throughout?		
9	On completion of the process is all documentation filed appropriately?		
10	A copy of this audit worksheet is to be placed in the audit file maintained by the BCA		
Notes	(Continue over page if needed)		

Signed: Auditor:
Building Manager:

Building Officer: