



# Clutha District Council

## BCA Internal Audit / Review Worksheet

**Process Name:**

**Process Code:**

**Auditor:**

**Building Officer:**

**Date of Auditor:**

**Address / Consent number of site of audit:**

	<b>Audit Questions</b>	<b>Y/N</b>	<b>Evidence</b>
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 and delegation?		
5	Has the officer correctly performed the technical requirements of this procedure?		
6	Have all observations been recorded on the appropriate checklist?		
7	Equipment: (answer as appropriate for individual items used) Has it been calibrated? And is this current? Is there a procedure for its correct usage and is it being followed? Documentation: Is it current?		
8	Has the officer followed the procedure throughout?		
9	On completion of the process, is all documentation filed appropriately?		
Notes	(Continue over page if needed)		

**Signed**

**Auditor:**

**Building  
Officer:**

**Building  
Manager:**