

AUDIT-READINESS SELF-CHECK

Are you audit-ready?

A 2-minute, 10-point self-check for small operators.

Most operators who fail an audit don't fail on the work itself — they fail on the system around it: the records, the sign-offs, the version that's three updates out of date. The same handful of gaps come up again and again. Here are the ten that matter most.

Tick each statement you can honestly answer YES to today.

- You have written procedures for your high-risk tasks, and the people doing the work have actually read them.
- You could produce your key records — training, maintenance, SDS, inspections — in under 10 minutes if asked.
- Every routine job has a current, documented hazard or risk assessment — not just the ones you remember.
- It's written down who's responsible for safety, quality and sign-off — it doesn't live only in people's heads.
- You can prove each worker is trained and competent for what they do, with evidence rather than assumption.
- When something goes wrong, you record it and can show what you changed so it won't happen again.
- Anything needing servicing, calibration or inspection is on a schedule you actually follow — and can prove.
- Storage, handling and disposal of chemicals or waste meets requirements and is documented.
- Your documents carry a version and date, and old versions aren't still floating around in use.
- You check your own systems against the standard at least once a cycle — before anyone external does.

YOUR SCORE — count your ticks

8–10	<p>Largely ready</p> <p>You're in good shape — but the items you couldn't tick are usually the ones that bite. Verify them before someone else does.</p>
5–7	<p>Partially ready</p> <p>Real exposure here. An audit today would likely find avoidable non-conformances — but a focused effort closes most of them quickly.</p>
0–4	<p>Not ready</p> <p>An audit today would probably surface serious gaps. The good news: every item on this list is fixable, in a sensible order.</p>

The next step

This self-check tells you **where** you stand. A **Readiness Diagnostic** tells you exactly **which** of these would fail an audit, why, and what to fix first — verified on-site and handed to you as a written priority plan you can act on.

Book a Readiness Diagnostic → info@fixingprocesses.com · 0431 195 889