Quick help guide to audits

Security roles

Company Administrator has the authority to register users and grant or revoke security roles at the Site/Operation for the Compliance Audits sub-system. They can also respond to audits.

Company Representative can read audit reports and review audit findings.

Company	SRS TESTING PRODUCTION - EXPLN & MINING		
Business Area Mining	Site / Operation	MOD SMALL MINES / RSD	
Subsystem		Type	Role
Compliance - Audits		Audit	Company Administrator
Compliance - Audits		Audit	Company Representative

See www.dmp.wa.gov.au/rsd_help/index_854.aspx for information on how to register for company access.

Administer roles

To grant and revoke security roles use the Manage Company Users link under Administration on the SRS home page.

Administration	Help
Manage Company Users	
Register Company User	

To grant security roles choose the appropriate subsystem, type, roles and click 'Grant Role'.

Grantable Roles			
Subsystem	Type	Roles	
Compliance - Audits	Audit	Company Administrator	Grant Role
Notifications		Company Representative	Grant Role

To revoke security roles the Company Administrator chooses the appropriate subsystem, type, roles for that user and clicks on 'Revoke Role'.

Business Area	Mining		Site	MOD SMALL MINES / RSD	
Subsystem		Type	Role		
Compliance - Audits		Audit	Company Administrator		Revoke Role
Compliance - Audits		Audit	Company Representative		Revoke Role

See www.dmp.wa.gov.au/rsd_help/index_859.aspx for information on how to manage company users.

Levels of access

Site Operation Level access enables users to interact with Audits at the Site. If you wish to interact with Audits across multiple sites you need to be granted Company Administrator or Company Representative roles for each site. There is no access to Audits at Company Level.

Company Options		
Company:	SRS TESTING PRODUCTION - EXPLN & MINING	▾
Business Area:	Mining	▾
Site / Operation:	MOD SMALL MINES / RSD	▾

Types of audit

High impact function (HIF) audits examine the way in which certain functions with a high hazard potential are performed within an organisation. Management audits will look at management practices relating to procedures, controls and risk management.

Further information and FAQs can be found on the DMP website under Mining safety and health > Audit guidelines and templates. www.dmp.wa.gov.au/15565.aspx

Status of audit

Complete – the Audit has been completed by DMP and full audit report is available in SRS.

Accessing a completed Audit

To access and view the completed Audit report navigate to the Compliance sub-system and select the Audit and Inspections tab.

You can view any tasks relating to yourself or the company regarding Audits. To open an audit select either of the following icons:

Opens the Audit in a new browser window in read only mode.

Opens the Audit in the current browser window in interactive mode.

Read only mode

To view the details of the Audit while in read only mode use the Expand/Collapse All button or click the arrows on the left of each section area to expand individual sections.
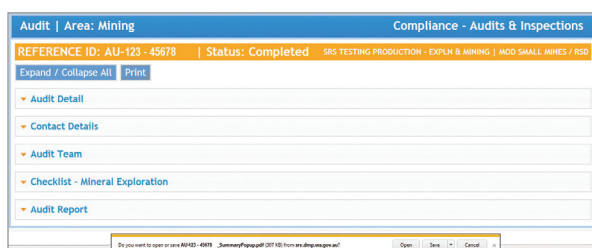
To print the Audit, select print and confirm in the pop-up if you wish to save or print the Audit.

Interactive mode

To view the details of the Audit in interactive mode use the following tabs.

Overview – displays the Audit date and Audit Leader

Audit – displays full Audit details

Related Communication – enables communication with DMP

Related Item – displays any issued notices relating to the Audit

Under the Audit tab you can choose to view various aspects of the audit or submit feedback.
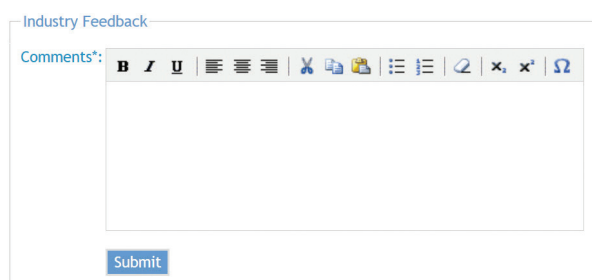
Audit Report – summary of the audit report

Submission – full audit details

Audit Template – template used to conduct the audit
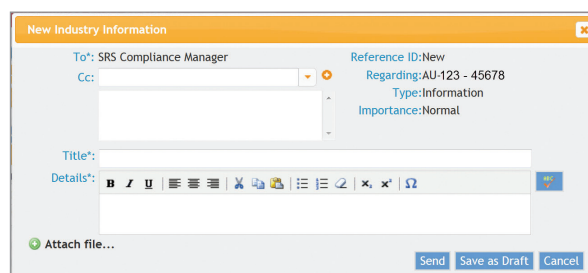
Audit Tools – tools used as part of the audit

Industry feedback – area for industry to provide feedback

To submit feedback to DMP relating to the Audit, use the Feedback tool.

If you wish to provide information and attachments this can be done under the Related Communication tab.

FAQs

1. **With security roles at Site/Operation level what can I see?**

   All completed audits.

2. **How do I gain access to completed audits for a site?**

   The Company Administrator can grant either administrator or representative roles.

3. **I am the company administrator and I cannot find the person I want to grant representative role to, how do I find them?**

   The person requesting access must have an SRS account and that account must be associated with your site. If the person does not have an ex account number you can register them under Register Company User in the Administration tab.

   See www.dmp.wa.gov.au/rsd_help/index_854.aspx for details on how to register and associate a profile to the company and site or operation.

4. **How many Company Administrators can we have?**

   Only a maximum of three administrators are allowed.

5. **Who will receive notification of when an audit is completed at our site?**

   Providing you have an ex account and have been granted security roles of Compliance Audits for that site, you will receive the alert.

6. **How can I view the templates that will be used during an audit?**

   All audit templates are available from the DMP website.

7. **How do I obtain a copy of the Audit Report?**

   If you have access to the Audit in SRS you can choose to save the Audit Report or submission. Select print to generate a PDF version of the report. You can then email this using your email client.