**Conducting your Internal Audit: Overview**

The internal audit is an integral part of the auditing process for your business and allows you to ensure you are adequately prepared for your external audit.  The checklist is based on the Freshcare Australian Wine Industry Standard of Sustainable Practice (AWISSP) Standards and is similar to the assessment criteria used by Freshcare auditors, therefore providing a good reference to ensure you are meeting all program requirements.

**The purpose of conducting an internal audit is to:**

* Confirm that practices are being carried out as required by the Freshcare Australian Wine Industry Standard of Sustainable Practice.
* Ensure documents, records and procedures are up-to-date, accurate and contain all the required information.
* Identify inefficiencies and problems and correct them.
* Correct any issues that might affect the sustainable operation of your site.

**Who should conduct the internal audit?**

Any person within the business can conduct an internal audit. Ideally, the person undertaking the internal audit should be independent of the practices being reviewed, however, Freshcare recognises that this may not be achievable for some businesses.

**Conducting an internal audit involves:**

* Talking to workers
* Observing operations
* Reviewing policies and procedures
* Checking records for accuracy and completeness
* Recording the detail of what you find – both positive things as well as any areas that need to be addressed.

**How often should internal audits be done?**

It is always best to do an internal audit before an external audit as it will allow you to address items that need to be prepared to ensure your external audit is successful. This should then be repeated on an annual basis. Freshcare encourages internal audits to be used as a tool to improve areas of the business, and therefore the internal audit activities can be spread out throughout the year, as several smaller activities.

We have provided an example below to show how an internal audit should be completed. By clearly documenting how you comply at the point of time of conducting the internal audit, you can then show the external auditor how you are managing your system.

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| **Business name:** | *FreshM Wines Pty Ltd* | | | | |
| Completed by: | Max Smart | Signature: | MSmart | Date of completion: | 15/01/2021 |

Workers completing sections of this internal audit are independent of the practices being assessed (where possible).

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M1** | **Scope and commitment** | | |
| **M1.1** | **Define the business scope and the scope of certification.** | | |
| M1.1.1 | The scope of Freshcare certification is defined by the owner and/or appropriate senior manager. | Yes | Winery operations, receival of grapes through to bottling and dispatch to customers.  Dated 31/08/2020 |
| M1.1.2 | All business enterprises and activities undertaken are recorded. | Yes |
| M1.1.3 | Flowcharts are completed to document the crops and activities for which certification is required. | Yes |
| **M1.2** | **Identify property areas, infrastructure and surrounds on a property map.** | | |
| M1.2.1 | A property map is documented and maintained. A record is kept. | Yes |  |
| M1.2.2 | The property map identifies property boundaries buildings and facilities including:   * location(s) of all business infrastructure and activities (buildings, tanks, cellar door, sheds, houses, worker accommodation and facilities) * on-property roads and access points * toilet facilities, septic tanks and seepage pads * property boundaries, roads, and surrounds (school, sports fields, residential). | Yes | Updated 01/09/2020, using checklist. |

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| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| M1.2.3 | The property map identifies production areas and infrastructure including:   * vineyard blocks and other production areas * hazardous chemicals and dangerous goods storage areas, mixing areas, equipment clean-down areas * bulk fuel storage, including underground tanks * storage sites for waste, including controlled wastes awaiting collection or disposal * water sources, extraction points and delivery infrastructure * wastewater storage and treatment areas and areas irrigated with treated wastewater * drainage system of winery site, showing drainage lines through the site, surface drain network, direction of flow and drain interceptors | Yes | Updated 01/09/2020, using checklist |
| M1.2.4 | The property map identifies environmentally sensitive areas including:  • sensitive areas adjacent to the property boundary such as National Parks, World Heritage-listed areas, Ramsar-listed wetland areas, wildlife sanctuaries/corridors or other specified conservation areas natural waterways, wetlands, riparian areas and lakes  • areas that are, or are at risk of being, highly degraded, eroded or contaminated  • significant stands of remnant native vegetation  • threatened species  • other sensitive areas with high conservation value. | Yes | Updated 01/09/2020, using checklist |
| **M1.3** | **Define the roles, responsibilities and reporting relationships of workers responsible for the management of the Standard.** | | |
| M1.3.1 | The organisational structure of the business is documented and must include:   * workers responsible for the management of this Standard * workers responsible for the management of the Sustainability Action Plan (M2) * reporting relationships of all workers whose roles may affect compliance with the requirements of this Standard. | Yes | Last updated 01/09/2020 |

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| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| M1.3.2 | The organisational structure, roles and responsibilities are reviewed at least annually, or when changes occur. A record is kept. | Yes | Last updated 01/09/2020 |
| M1.3.3 | The organisational structure, roles and responsibilities are communicated to all workers. | Yes | Through team meetings and employee noticeboards through the site |
| **M1.4** | **Document the business commitment to the Standard and sustainability objectives.** | | |
| M1.4.1 | The owner and/or appropriate senior manager signs a commitment statement to support and comply with:   * Freshcare Australian Wine Industry Standard of Sustainable Practice * Freshcare Rules (R) * Sustainable Winegrowing Australia * Sustainability Action Plan (M2), and * Legislative requirements (including licensing and permits). | Yes | Last updated 01/09/2020  Signed by  *Jason Bagpiper*  And communicated through team meetings and employee noticeboards through the site  This is the first one, it will be reviewed in August 2021. |
| M1.4.2 | The commitment statement is communicated to all workers. | Yes |
| M1.4.3 | The commitment statement is reviewed annually in conjunction with the Sustainability Action Plan (M2). | N/A |

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| **Section completed by:** | Max Smart | **Date of completion:** | 15/01/2021 |

**NOTE:** The example provided is for the M1 element only, to complete the full internal audit for your business, this process must be undertaken for each element of the Standard.