

## Avetta Suppliers – Australia | Guidelines for a Successful Manual Audit (MA) Submission.

The scope of the MA encompasses the entirety of your company's operations, extending beyond a single client.

To streamline processes and reduce the need for repetitive MA's each time a new project is initiated with either an existing or new client, Avetta undertakes a comprehensive review that covers the company's complete spectrum of work, activities, and services. Documents submitted for the Avetta MA must not be client-, project-, or site-specific. Client-specific documents may be requested directly by the client at the site.

### What is a Manual Audit?

This article will explain what a Manual Audit is and what the process of performing this audit entails:

[What is a Manual Audit? | Connect | Supplier](#)

Before making a submission, please ensure each document uploaded against the MA task complies with the following requirements:

#### Document conformance requirements:

- Document must be dated within the past three years as of today's date.
  - The revision date must be included within the document submitted: front page, document revision section and/or footer. Revision date cannot be in the future.
- Document must be on company letterhead, matching the company name listed on the Avetta account.
- Document must be a final version (no template / draft marks).
- Document must be in Word or PDF format.
- SWMS must not reference client/project specific information.
- Document must include current and up to date Australian legislative references.

### Addressing Open Requirements

This article will explain Open Requirements and how to resolve them:

[Addressing Open Requirements in a Safety Manual Audit | Connect | Supplier](#)

- All Australian suppliers must address the **Psychosocial Safety** and **Fatigue/Injury Management (RRTW)** components of the MA.
- Suppliers engaging electricians must address the **Electrical (Qualified) and Arc Flash Safety** component of the MA.
- The full audit form must be addressed, and files must be linked to each category.

### Australia WHS Resources

This article provides references to relevant Codes of Practice and links to useful work health and safety (WHS) resources that may assist the supplier in successfully completing the MA task:

[Australia WHS Resources | Supplier | Connect \(site.com\)](#)

*\*Please note Avetta cannot provide templates – Auditors can provide guidance and direct supplier to the regulator for advice.*

### Who can I call for assistance with my Manual Audit?

If you have not been assigned an auditor or have general questions about the Manual Audit, please contact [apacsupport@avetta.com](mailto:apacsupport@avetta.com) and/or 1800 502 142.

For more information regarding the MA task contact [APACAuditors@apac.com](mailto:APACAuditors@apac.com) quoting the MA case number.

*Note: Avetta can only discuss the Manual Audit with individuals who are listed on the account.*

