**Project Title**

Review of AT audit pilot results

**Project Details**

Review of Auckland Transport pilot of revised audit procedure and identify changes to CoPTTM as required

**Progress report**

- AT trial of audit procedures is continuing
- NZTA proposes promoting a methodology for RCAs to follow to help contractors improve audit results
- *Start point - NNC issued*
- Contractor/principal advised in writing of worksite issues and asked to supply a list of actions to prevent reoccurrence of issues

**Meeting date**  |  **CGG Acceptance**
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N/a | YES   Priority 1

**Project Leader**  |  **Project start date**
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Stuart Fraser | Ongoing project

**Project Members**  |  **Project Funding**
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Edit team:
- Stuart Fraser
- Neil Greaves
- Tony Stella  |  Estimated budget
- $10,000  |  Budget approved

**Project Actions**  |  **Completion Dates**
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Approve extension of AT audit pilot until completion of review  |  30 December 2016
Form a working party to review AT audit procedures and develop a consistent approach for NNCs  |  May 2016

**Review consequences of audit**

With the amended H&S legislation the concept of a Person Conducting a Business or Undertaking (PCBU) has extended responsibility right up through senior management and the board. Generally in TTM a STMS has been held responsible for any non-conformance. The organisation employing the STMS or an organisation subcontracting the TTM company must take some responsibility for the correction of a non-conformance.

6 October 2016
This project aims to examine the way we deal with non-conformances:

- Carry out an examination of notices of non-conformances (NNC) to identify any patterns that may exist
- Follow up after issue of NNC to gauge changes made by company
- Develop a process to recognise positive changes made by organisations after NNC issued
- Where a pattern of non-conformances emerge that show the culture of the principal or organisation is responsible, the non-conformance should be levied on the principal or organisation. We have to choose some sanctions
- Develop a system of rewards and punishments (carrots and sticks) for the outcome of audits
- This will be in keeping with the amended H&S legislation once it becomes available

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<thead>
<tr>
<th>Project Actions</th>
<th>Completion Dates</th>
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<tbody>
<tr>
<td>Send to CGG for comment</td>
<td>6 October 2016</td>
</tr>
<tr>
<td>Amend as required</td>
<td>13 October 2016</td>
</tr>
<tr>
<td>Include in December 2016 update note</td>
<td>30 December 2016</td>
</tr>
<tr>
<td>Update training material and issue to trainers</td>
<td>30 December 2016</td>
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</tbody>
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