

Project Title	
Review of AT audit	
Project Details	
Review of Auckland Transport pilot of revised audit procedure and identify changes to CoPTTM as required	
Meeting date	CGG Acceptance
N/a	YES Priority 1
Project Leader	Project start date
Stuart Fraser	Ongoing project
Project Members	Project Funding
Edit team: <ul style="list-style-type: none"> • Stuart Fraser • Neil Greaves • Tony Stella Tom Kiddle Bruce Claypole	Estimated budget \$10,000 Budget approved
Project Phases	Completion Dates
Approve extension of AT audit pilot until completion of review	30 October 2015
Request AT to provide report and recommendations from pilot	31 March 2016
NZTA to consider recommendations and amend SCR form and audit procedure if required	30 April 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. This project aims to examine the way we deal with non-conformances: <ul style="list-style-type: none"> • 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 	30 April 2016

<p>made by organisations after NNC issued</p> <ul style="list-style-type: none"> • 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 	
<p>Send to CGG for comment</p>	<p>30 May 2016</p>
<p>Amend as required</p>	<p>30 July 2016</p>
<p>Include in August 2016 update note</p>	<p>19 August 2016</p>
<p>Update training material and issue to trainers</p>	<p>19 August 2016</p>