



SOP-OHS-21 – Internal Audit Procedure

Internal Audit Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

Document Number	SOP-OHS-21
Standard	ISO 45001:2018 Clause 9.2 – Internal Audit
Prepared By	Derek Sanderson, MBA, CISSP
Revision	1.0
Effective Date	2026-03-06
Applies To	All OH&S System Audits

1. Purpose

This procedure establishes the requirements for conducting internal audits of the Viking Reinforcing Occupational Health and Safety Management System to verify compliance with ISO 45001 requirements and internal safety procedures.

2. Scope

This procedure applies to all OH&S processes including fabrication yard operations, equipment maintenance, material handling, and reinforcing steel placement activities.

3. Responsibilities

Audit & Compliance Officer (Derek Sanderson)

- Plans and conducts internal audits.

Chief Safety Officer (Dan Ansell)

- Participates in safety system reviews.

Supervisors

- Provide records and information during audits.



SOP-OHS-21 – Internal Audit Procedure

4. Audit Planning

Internal audits shall be scheduled at planned intervals to ensure OH&S system effectiveness.

5. Audit Process

1. Review applicable procedures and requirements.
2. Conduct workplace inspections and interviews.
3. Review documentation and records.
4. Identify non-conformities or improvement opportunities.
5. Document audit findings.

6. Audit Reporting

Audit findings must be documented and communicated to management for review.

7. Corrective Actions

Non-conformities identified during audits must be tracked in REGISTER-OHS-02 – Corrective Action Register.

8. Records

LOG-OHS-08 – Internal Audit Log
REGISTER-OHS-02 – Corrective Action Register
Internal audit reports

9. Continuous Improvement

Audit results are reviewed during management review meetings to identify opportunities for improving the OH&S management system.