

INTERNAL AUDIT REPORT

Audit Type	Internal audit
Audit Reference	Guide for Centres to Achieve and Maintain Approval Standards
Audit Criteria	OPITO Approval Criteria – Section – 05 Health & Safety
Date of Audit	11.05.2026
Auditor	Gireesh Suresh
Report No	2026/HS-01

Criteria	Compliance Status	Findings
5.1 Accident / Incident and Near-Miss	Compliant	A comprehensive Accident & Incident Procedure is implemented covering accident, incident and near-miss reporting, investigation, root cause analysis, corrective and preventive actions, communication of lessons learned and Management Review. Lost Time Incidents and High Potential Near Misses are reported to the OPITO Regional Manager within the required 48-hour timeframe, with records maintained to demonstrate effective implementation.
5.2.1 Initial Medical Response Procedure	Compliant	A documented Medical Emergency Response & Planning Procedure defines Tier 0–Tier 4 emergency response arrangements, response times, designated hospitals, staff responsibilities, emergency plans and geographical considerations, ensuring appropriate medical response during all OPITO training and assessment activities.
5.2.2 Initial Medical Response Capability	Compliant	Training arrangements ensure all personnel receive Tier 0 awareness training, Designated First Aiders maintain recognised qualifications

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		and competency through refresher training and biannual practical exercises, with supporting training records retained.
5.3 Ongoing MERP Implementation	Compliant	Medical emergency response drills are conducted, evaluated and documented in accordance with the MERP. Drill records include response timelines, communication, equipment utilised, personnel involved, lessons learned and management review to support continual improvement.
5.4 Health, Safety and Emergency Response Procedures	Compliant	Documented Health, Safety and Welfare procedures provide comprehensive arrangements covering learner induction, welfare facilities, emergency response, fire evacuation, practical training controls, toolbox talks and stop-work authority, ensuring learner wellbeing is maintained throughout training delivery.
5.5 Medical Emergency Response Plan (MERP)	Compliant	A comprehensive MERP has been established in accordance with OPITO requirements and incorporates tiered emergency response arrangements, designated medical facilities, emergency plans, equipment, staff responsibilities, geographical risk assessment and annual review processes.
5.6 Risk Assessment	Compliant	A documented Risk Assessment Procedure ensures hazards are identified, risks evaluated, suitable control measures implemented and dynamic risk assessment applied where required. Risk assessments are

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		reviewed periodically and incorporate learner welfare, emergency response arrangements and continual improvement following incidents and operational changes.
5.7 Medical Screening	Compliant	A documented Medical Screening process requires learners to complete pre-course medical declarations which are reviewed prior to participation. Medical information is securely maintained and used to implement appropriate control measures to protect learner wellbeing.
5.8 Safety Briefings	Compliant	Safety briefings and toolbox talks are conducted before practical activities and include exercise hazards, emergency arrangements, emergency equipment locations, environmental conditions, stop-work authority and learner attendance records, ensuring learners fully understand safety requirements.
5.10 Medical Equipment	Compliant	Emergency medical equipment, including first aid kits, AEDs and oxygen therapy equipment, is available, routinely inspected, maintained and positioned to achieve the required MERP response times. Equipment inspection records and designated treatment facilities are maintained and readily available.

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Audit Corrective Actions & Observation Summary					Report Number	2026/HS-01
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<i>No#</i>	Non Conformance / Observation Identified	Corrective Action	Responsible Person (s)	Planned Date for Completion	Date Completed	Completed (Confirmed)
1	NIL					