

Pre Training Audit – For RTOs that Deliver Services on Our Behalf

Checklist

Other RTO:

Site:

Auditor from our Organisation:

Date:

Items to be addressed:

Introductions	X
Explain the purpose of the audit)
Confirm the legal status of the organisation (do this prior to audit)	/
Sign no conflict statement and confidentiality statement	q
Confirm scope	q
Confirm audit against registration standards and conditions	q
Explain sampling process	q
Explain evidence process	q
Explain limits to audit	q
Explain the feedback/approval process	V
Detail the agenda	V
Confirm the administration details	V
Inform client of time required (approximate) for audit	W
Verify that staff is aware of the audit	.
Ask if there are any questions	

Lead Auditor Signature: