22 April 2024

Title

Position

Site

Site Address

Dear

**Re: Work Health Safety & Injury Management System Audit**

…… has been selected to participate in a Work Health Safety and Injury Management System Audit. Programmed Internal Audits are a requirement of the Self-Insurance Registration held by the Catholic Church Endowment Society Inc. (CCES).

This process enables CCES to measure and evaluate the implementation of the CCES Safety & Injury Management System. Catholic Safety & Injury Management SA (CSaIM). Safety Business Partners will conduct the formal internal audit objectively to ensure legislative compliance and conformance to the CCES procedures.

The audit is scheduled to commence on the ……, 2024 at …. am. It will focus on the CCES procedures, located on Catholic Safety & Injury Management website (<https://cshwsa.org.au/>).

The audit process will take approximately 1-3 days. The process will include documentation review, site validation and interactions with key personnel.

The attached Audit Tool which will provide the relevant information pertaining to the audit. Should you have any queries regarding the above, or the date scheduled does not suit, please do not hesitate to contact me via email ….. or my mobile…..

Yours sincerely

Name…

Safety Business Partner,

**Correspondence:**

Catholic Safety & Injury Management SA

45 Wakefield Street

Adelaide SA 5000

Catholic Safety & Injury Management

Cc: …. – WHS Coordinator

Enc: Audit Tool