INCIDENT MANAGEMENT FRAMEWORK

AUDIT TOOL

- Read the Instructions for completion of the Audit tool. This is a very important step.

- Download a Blank Audit tool from the website, Click **Save As** (give the document a name) and save into a folder. Do not open directly from HSE.ie as it will open as "Read Only".

- Before commencing an Audit, using the instructions use 'dummy/test data' to learn how to set up the Audit tool and enter data on the Audit tool.

- The Audit tool can only be used as outlined in the instructions. You **cannot** add in columns, rows, questions etc. If you try to add in extra information then the Audit tool will not work as expected.

- Ensure that you have a maximum of 10 charts and all relevant information such as the NIRF form, incident review file to hand before commencing the audit.

- It is recommended that you maintain a list of the relevant NIMS numbers for each audit period for validation purposes.

- The only pages that require you to input information are the first page (basic details) and the last page (improvement plan).

- It is important that you answer each question with either YES, NO or N/A.

- Do not leave any question blank. If the question is not relevant use N/A.

- Be sure to select the correct category for your audit- category 1 or category 2 incidents. Each category **must** be audited separately.

- The results page will automatically calculate the % compliance for each question and the overall compliance. This page is protected and changes **cannot** be made to it.

- If an incorrect audit period has been added you can delete this tab.

- Charts contained within the Audit Tool can be copied out of the document.