WHSE Compliance Closeout Process

Evidence review & action close out process.

Auditor

Audit conducted

Compliant?

YES

Close out as Complete.

No further action required.

NO

Mark as 'Can't Do' (further evidence required to close action out)

Review milestone compliance

COEX

Audit report & action plan provided to operator

Upload evidence for Auditor access.

Continue to close out actions within timeframes

NO

Escalate?

YES

Comence escalation management process.

Note: Escalation considerations may include:
- The level risk (high / low)
- Quantity of nonconformances (many / few)
- Willingness to act (willing / unwilling)
- Dependencies (material or not)

Operator

Within 14 days from receipt of report, complete Action Plan outlining responsibility and due dates & provide to COEX. Raise any dispute / action clarifications.

Within 30 calendar days (44 days from receipt of report) provide supporting evidence on all high risk / priority actions.

Within 30 calendar (74 days from receipt of report) days provide evidence that closes out remaining actions to ensure compliance.

Escalation management process.

COEX

Hold meeting with operator re current status. (WHSE/Network contact/Operator).

Develop agreed plan and timeframe for compliance.

Review action status post timeframes milestones.

Compliant?

YES

No further action required

NO

Issue default notice.

Review action status post default notice.

Compliant?

YES

No further action required

NO

Recommend contract termination to the Board.

Termination

Operator

Provide evidence and close out actions within timeframes provided in the agreed plan.

Provide evidence and comply with default notice.