



General NDIS Quality Audit Checklist

Ibragim Alexander

Complete

Score	12 / 14 (85.71%)	Flagged items	2	Actions	1
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Evaluator name

Ibragim Alexander

Location

Melbourne VIC, Australia
(-37.8136276, 144.9630576)

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

NDIS Audit / Pre-audit requirements

Are staff and workers properly trained in compliance with NDIS standards?

No

New workers are not trained on NDIS standards yet

To do | Priority: High | Due: 8 Aug 2024 17:52 PST | Created by: SafetyCulture Staff

Train new workers on NDIS compliance

Meet with HR first

NDIS Audit / Audit Proper Checklist

Are all workers aware of how the NDIS audit will proceed?

No

New hires are not yet aware of how it will go

Other actions

0 actions

NDIS Audit	2 flagged, 1 action, 12 / 14 (85.71%)
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What is the purpose of this audit?	NDIS entry
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Pre-audit requirements	1 flagged, 1 action, 4 / 5 (80%)
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Ensure these have been done before doing further audits.

Have managers and workers reviewed the NDIS standards on their own time?	Yes
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Have all work documents and reports been properly documented and stored?	Yes
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Are staff and workers properly trained in compliance with NDIS standards?	No
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New workers are not trained on NDIS standards yet

To do | Priority: High | Due: 8 Aug 2024 17:52 PST | Created by: SafetyCulture Staff

Train new workers on NDIS compliance
Meet with HR first

Have potential risks to workers and clients been properly identified and mitigated?	Yes
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Is there a clear continuous improvement plan available to all?	Yes
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Documentation Compliance Audit	3 / 3 (100%)
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Ensure that all documents are properly stored and organized as indicated by NDIS regulations.

Are client data records, incident reports, and change logs properly maintained and stored?	Yes
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Are complaints properly stored and referred to when needed?	Yes
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Are policies and procedures regarding service delivery, worker conduct, safety protocols, and transactions properly documented?	Yes
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Work Environment Audit	3 / 3 (100%)
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Ensure that staffs' working conditions and clients' immediate environment are safe for all.

Does the provider's workplace premises meet the safety and	Yes
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accessibility standards set by NDIS?



Are the equipment used by disability services providers properly and regularly maintained?



Are there proper lone worker safety practices in place?



Audit Proper Checklist

1 flagged, 2 / 3 (66.67%)

Ensure preparedness for NDIS approval and audit proper.

Are all workers aware of how the NDIS audit will proceed?



New hires are not yet aware of how it will go

Is there a dedicated point of contact or liaison to facilitate communication between external auditors and the organization?



Are all necessary documents stored in a location that can be easily accessed to show evaluators?



Further Actions

What type of additional audit will be required?



Comments, recommendations, and suggestions

Ensure regular training is done for regular workers and that new hires are properly trained before the actual NDIS audit starts

Evaluator sign off

Ibragim Alexander
1 Aug 2024 17:53 PST