This table is used to plan the scope of an internal audit and indicate that this item has been checked. The checked column has been left for you to populate with your own details.

| **MIS item** | **Checked** |
| --- | --- |
| 1. Safety policy |  |
| 1. Governance and internal control arrangements |  |
| 1. Documented safety accountabilities and authorities |  |
| 1. Information management process |  |
| 1. Safety information communication |  |
| 1. Drug and alcohol management policy |  |
| 1. Hazard, risk and change management |  |
| 1. Emergency management |  |
| 1. Bus safety worker competence |  |
| 1. Incident reporting and investigation |  |
| 1. Internal audits |  |
| **MMS items** |  |
| 1. Scheduled maintenance |  |
| 1. Pre-trip inspections |  |
| 1. Vehicle safety inspections |  |
| 1. Annual bus safety inspections |  |
| 1. Defect reporting and clearance |  |

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