



Audit Schedule

Client Details		Client Name			Client Name - Local Language			Client Number		Issue Date		Special Information			
		Charles Sturt Campus Services Limited						AS267331		9/10/2015					
SAI Global Client Management Team															
Service Delivery Coordinator						Client Relationship Manager			Scheduler				Contact SAI Global		
Praveen Bajaj									Erica Jankus			1300 360 314		clientservicecentre@saiglobal.com	
Sample Plan															
Certification		Sample Service		Total Sites		Integrated		Contact		Email		Business Phone		Sample Details	
HSM40413		Yes		5		No		Martin Dooner		mdooner@csu.edu.au		02 69334984			

Audit Details																	
Location	Certificate Number	Primary Standard	Expiry Date	Site Certification	Employees	Additional Standards	Upgrading Standard	Site Status	Work Item	Work Item Type	Frequency (Months)	Duration (Days)	Start Date	End Date	Lead Auditor	Work Item Status	
Australia																	
NSW																	
Office 101, Building 675, Wells Ave, Thurgoona, NSW, 2640, Australia, Charles Sturt University	HSM40413	AS/NZS 4801:2001	13/07/2018	C-173444	0	No	No	Registered	WI-788519	Surveillance		1	1/04/2017			Open	
Office 104, Building 1454, Panorama Avenue, Bathurst, NSW, 2795, Australia,	HSM40413	AS/NZS 4801:2001	13/07/2018	C-173445	0	No	No	Registered	WI-788514	Surveillance		1	29/04/2016	29/04/2016	Praveen Bajaj	Scheduled	
Office 225, Building 901, 8 Tony McGrane Place, Dubbo, NSW, 2830, Australia, Charles Sturt University	HSM40413	AS/NZS 4801:2001	13/07/2018	C-173446	0	No	No	Registered	WI-788515	Re-Certification		1	1/04/2018			Open	
Building 1054 Bartlett House, Orange, NSW, 2800, Australia, Charles Sturt University	HSM40413	AS/NZS 4801:2001	13/07/2018	C-173447	0	No	No	Registered	WI-788516	Surveillance		1	28/04/2016	28/04/2016	Praveen Bajaj	Scheduled	
Bldg 460 Valder Way, Charles Sturt University, Wagga Wagga, NSW, 2678, Australia	HSM40413	AS/NZS 4801:2001	13/07/2018	C-173448	40	No	No	Registered	WI-650373	Surveillance	12	1	26/04/2016	27/04/2016	Praveen Bajaj	Scheduled	
									WI-650374	Surveillance	12	1	1/04/2017			Open	
									WI-650372	Re-Certification	36	3	1/04/2018			Open	
Total Days												11					

Audit Acceptance:	
Please respond via return email as acceptance of the above audit dates.	Notes:
Audit Postponement / Cancellation Policy:	1. Audits scheduled across the various sites and programmes are shown above. Please ensure that this is in accordance with your understanding of what should be planned as per your Audit Service Specification. Planning should be entered for a 3 year period regardless of where the triennial audit falls.2. Audit frequency and duration is determined in accordance with SAI Global's procedure QGD08, which is based upon IAF Guide 62.3. Travel costs associated with this confirmed audit will be based on SAIG travel policy.4. The following Service Requirements have been agreed (ie audit reporting/consolidation, travel arrangements, Invoicing, Service Level Indicators etc)
Changes to agreed audit dates can be requested if unforeseen circumstances arise. As audits dates have generally been agreed well in advance of the audit date, changes will only be considered if the circumstances are such that rescheduling the audit is unavoidable. Due to the need to match auditor skills and experience with the requirements of your business, short notice changes can make it difficult for us provide you with a replacement date that is in line with the frequency requirements of your licence. If the audit is not rescheduled within 4 weeks of the original audit date your Certification could be put at risk. It is for this reason that, where possible, we ask that the originally agreed date remain.	