**Human Resource Records Audit Instructions:**

1. Randomly select a sample of 10 records.
2. Review each record against the audit criteria, which is based on good practice requirements
3. Indicate the level of compliance of the record with the audit criteria: met; part met; not met; or NA
4. Note any issues or comments relating to the record in the “Auditor’s Comments” column
5. Draft a report detailing level of non-compliance against the criteria and make recommendations in response to identified issues.
6. **Note:** Items in **BOLD** are required for RACGP Standards for General Practice 5th Ed accreditation.

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| **Criteria** | **Assessment** | **Corrective Actions or Comments** |
| **R1** | **R2** | **R3** | **R4** | **R5** | **R6** | **R7** | **R8** | **R9** | **R10** |
| Does each file contain a letter of offer? |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain a signed confidentiality or privacy agreement?** |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain a signed position description?** |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain a current employee contract? |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain a tax file number? |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain emergency contact details? |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain a completed superannuation choice form? |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain superannuation fund details? |  |  |  |  |  |  |  |  |  |  |  |
| Is there evidence that each staff member has received the Fair Work fact sheet? |  |  |  |  |  |  |  |  |  |  |  |
| If applicable, does each file contain salary packaging details? |  |  |  |  |  |  |  |  |  |  |  |
| If applicable, does each file contain a copy of a current drivers’ licence? |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain a copy of any licences or registration required to fulfil roles and responsibilities outlined in the relevant position description?  |  |  |  |  |  |  |  |  |  |  |  |
| **Where relevant, does each file contain evidence of current registration?** |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain a record of immunisation status/refusal?** |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain a completed induction checklist?** |  |  |  |  |  |  |  |  |  |  |  |
| Does each file contain any applicable professional indemnity? |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain evidence of CPR training?** |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain evidence of performance evaluations?** |  |  |  |  |  |  |  |  |  |  |  |
| **Does each file contain certificates of training and/or qualifications undertaken that is relevant to the team member’s role?** |  |  |  |  |  |  |  |  |  |  |  |
| **Where relevant, does each file contain evidence of CPD activities?** |  |  |  |  |  |  |  |  |  |  |  |

**Human Resource Records Audit Report**

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| **Auditor** |  |
| **Signature and Date of audit** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| **Non-conformances or issues identified through audit** | **Audit recommendations in response to non-conformances or issues** |
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