AuditCo

MANUFACTURING RISK & COMPLIANCE HEALTH CHECK

LEARNING FROM MANUFACTURING EXCELLENCE

A practical checklist designed specifically for small and mid-sized manufacturers. Work through each section to identify compliance gaps, operational risks, and areas where stronger systems would protect your business and improve your competitive position.

HOW TO USE THIS TOOL

This health check is designed to be completed by a business owner, operations manager, or quality lead. It is not an audit, it is a structured prompt to surface gaps before they become problems. For each item, mark:

✓ In place and current
~ In place but needs review
✗ Not in place
N/A Not applicable to our operations

Note any actions arising from this review in the space provided or in your corrective action register.

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SECTION 1: LEGAL & REGULATORY COMPLIANCE

	✓	~	✗	N/A
We hold all licences, registrations, and permits required to operate.				
We are aware of and meeting our obligations under state WHS legislation.				
Environmental licences and obligations are current and being met.				
Our industrial instruments (awards, enterprise agreements) are current and correctly applied.				
We have reviewed our obligations under the Modern Slavery Act if applicable.				
Product safety and liability obligations have been reviewed in the last 12 months.				
We are meeting our obligations under the Competition and Consumer Act.				

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SECTION 2: WORK HEALTH & SAFETY

	✓	~	✗	N/A
We have a structured hazard identification and risk assessment process.				
Safe operating procedures (SOPs) are available for high-risk machinery.				
Personal protective equipment (PPE) requirements are clearly defined and enforced.				
Staff are regularly trained on health, emergency, and evacuation procedures.				
First aid kits are fully stocked, accessible, and assignees are appointed.				
A system exists for logging and investigating workplace safety incidents.				

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SECTION 3: PLANT, EQUIPMENT & MAINTENANCE

	✓	~	✗	N/A
• A formal preventative maintenance schedule exists for core plant and machinery.				
• Pre-start inspections are completed on forklifts and heavy equipment.				
• Maintenance logs are cleanly catalogued and up to date for audit history.				
• Electrical equipment undergoes routine testing and tagging processes.				
• Isolation and lockout/tagout (LOTO) processes are consistently implemented.				

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SECTION 4: QUALITY & SUPPLY CHAIN CONTINUITY

	✓	~	✗	N/A
• Incoming raw materials undergo systematic inspection and verification stages.				
• Traceability records exist for batch materials throughout the facility floor.				
• Rejected material or parts are clearly isolated and segregated safely.				
• Critical suppliers undergo annual performance reviews and safety health checks.				
• A business continuity framework addresses core utility or raw material delays.				

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HEALTH CHECK SUMMARY & ACTIONS

Review your flags (indicated by ✗ or ~ marks). Use the text block below to map out immediate remedial targets to bridge these critical operational gaps.

THE NEXT STEPS

Need support closing out your compliance gaps?

AuditCo delivers realistic compliance frameworks that minimize downtime while bulletproofing certification security.

Get in touch via 1300 706 491 or auditco.com.au/manufacturing for structural assistance.

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