# Designated Auditing Agency

# Annual Self-declaration Form

Each designated auditing agency (DAA) is required to complete the following information and return to HealthCERT before 29 January each year.

### Declaration

Name of DAA:

Person completing this form:

Contact details:

I declare on behalf of the above DAA that:

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| 1. | An internal audit of the DAA has been undertaken in the last calendar year. |
| 2. | An internal appeals system remains in place and is documented and conveyed to clients in writing. |
| 3. | A conflict of interest process is established which prevents auditors (staff or contractors) providing consultancy services or education to a client that holds a contract with this DAA for audit services. |
| 4. | The Ministry holds an up-to-date auditor register for all staff and contractors that undertake work on behalf of this DAA (including date of yearly performance appraisal and witnessed audit). |
| 5. | This DAA has verified the auditor qualifications and competence of auditors to meet ISO 19011 and ISO 17021 requirements. |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that the above information is correct.

Signed: Date:

### Reporting requirements associated with this declaration

Please provide full details and append to this declaration, as follows:

1. details as to what the internal audit of your DAA included, results of the internal audit and action plan for the coming year.
2. a copy of your internal appeals process and details/outcomes of all complaints and appeals that have been received by your DAA over the past year. Include copies of correspondence to clients.
3. a copy of your conflict-of-interest policy and process, together with evidence that this policy is implemented.
4. evidence of an internal monitoring system to ensure audit reports meet quality and timeframe requirements.
5. Health and Safety Policies and Procedures, and Hazard/Risk register, where these have been updated in the last 12 months.
6. summary of relevant Health and Safety incidents that have occurred in the last 12 months, and any actions undertaken as a result.
7. the process used by your DAA to verify auditor qualifications and competence including your orientation programme for new staff.
8. evidence of the maintenance of cultural competency for auditors.
9. a current auditor register, as evidence that the PRMS auditor information held by the Ministry is up to date.