

CAA Verification Audit Process Flowchart

Review of client requirements of audit and Auditor assigned.

Client provides all required information, documents, polices and procedures to CAA in preparation for audit.

Initial planning with the client to:

- Confirm communication channels
- Confirm access to relevant documented information and schedule

Auditor will conduct **DESKTOP** audit.

Report of findings of audit is sent to the client and any areas of non-compliance addressed or advise of follow up process/next steps.

Auditor will discuss details of requirements to finalise the report ready for submission to Commission.

Submission of report to NDIS Commission of outcome of the audit.

Timeframes for submission: no more than fourteen calendar days post completion of the Verification audit

The NDIS Commission shall notify the NDIS client of its registration decision.

For registration approvals, the registration decision will include the date of registration, and the period of registration.