

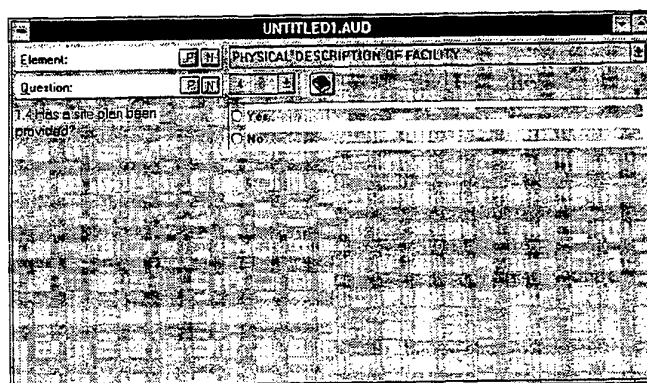


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(54) Title: AUDITING SYSTEM

YES / NO

**(57) Abstract**

A method of auditing using a data processing apparatus having an interface means is disclosed. The method comprises the steps of: (1) providing the data processing apparatus with an auditing procedure having a plurality of 5 questions to be answered; (2) inputting into the data processing apparatus, by the interface means, information data regarding the auditing procedure which selects a menu to be followed during the audit, the selected menu providing the plurality of questions to the interface means with at least one question at a time; (3) inputting into the data processing apparatus, by the interface means, information data in response to the plurality of questions to be answered, the information data in response providing a further question from the menu, or providing at least one supplementary question.

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AUDITING SYSTEM

The present invention relates to auditing and, in particular, to an auditing system and an auditing method which enables the end user to create procedures and gather relevant data, process, format and printout published reports in various forms that ensure that the information is accessible to all concerned parties or authorities.

BACKGROUND OF THE INVENTION

In all businesses and industries where there are legislative, regulatory, quality and/or industry compliance regulations in force, it is necessary to conduct audits/reviews to obtain collated information which is used to indicate that the particular company or organisation complies with the legislative regulations, quality standards codes of practice and other benchmark requirements.

Such collating of information and relevant data has heretofore been either manual or using computerised systems with fixed procedural structures where customisation can only be varied by altering the question but not normally the answer or the number of answer types in such a manner as to be able to create a data base of information.

One such auditing system and method which is known as the Audit Master (TM), and which is marketed by Utilicom, Inc. Pittsford, New York 14534 USA, uses computer software to provide a template for the auditor to use to compile the relevant and required information. This system provides a number of different programs which enables the auditor to select the programs available that results in a somewhat customised program for the particular needs of the operations being audited. However, known auditing systems and methods do not enable the user without using in the main, any computer programming knowledge to interact with the computer software to provide the user with a system which is able to be varied according to the particular requirements of the user, i.e. the computer audit procedure or protocol is unable to be customised.

OBJECT OF THE INVENTION

It is an object of the invention to provide an improved auditing system and method of operating same which enables the users to create entirely new audit procedures to add to and vary audit procedures according to their particular requirements using word processing skills.

5

DISCLOSURE OF THE INVENTION

According to one aspect of the present invention there is disclosed a method of auditing using a data processing apparatus having an interface means, said method comprising the steps of:

- (1) providing said data processing apparatus with an auditing procedure having a plurality of questions to be answered,
- 10 (2) inputting into said data processing apparatus, by said interface means, information data regarding said auditing procedure which selects a menu to be followed during said audit, said selected menu providing said plurality of questions to said interface means with at least one question at a time,
- (3) inputting into said data processing apparatus, by said interface means, information data
15 in response to said plurality of questions to be answered, said information data in response providing a further question from the menu, or providing at least one supplementary question.

Preferably, the method includes the step of providing a revised procedure, wherein the auditing procedure is varied by the user by means of inputting variables into the data processing apparatus by the interface means.

- 20 In another preferred form, the information data input into the data processing means in response to the plurality of questions is in the form of an answer selected from one of the group containing:

yes/no answer; a multiple choice answer; a narrative text; a single select list answer; or spreadsheet grid answers.

In another preferred form, the method includes the step of providing results to the audit. The results being preferably in printed form.

BRIEF DESCRIPTION OF THE DRAWINGS

One embodiment of the present invention will now be described with reference to the 5 drawings in which:

Fig. 1 is an example of a screen illustrating a question of the type of a Yes/No question,

Fig. 2 is an example of a screen illustrating a question of the type of a Multiple Choice Check Box

Fig. 3 is an example of a screen illustrating a question of the type of a Narrative Text Input,

10 Fig. 4 is an example of a screen illustrating a question of the type of a Information Response List,

Fig. 5 is an example of a screen illustrating a question of the type of a Single Select List,

Fig. 6 is an example of a screen illustrating a question of the type of a Spreadsheet Grid,

Appendix A is an example of an audit report produced using one embodiment of the present 15 invention,

Appendix B is an example of the procedure followed to produce the report as contained in Appendix A, and

Appendix C is an example of notepad notes associated with the report of Appendix A.

BEST MODE OF CARRYING OUT THE INVENTION

When carrying out an audit, for example of a Local Government environmental requirement, the audit, the audit is carried out with questions/answers using a computer as the interface and as the data processing apparatus. The audit is preferably conducted using an IBM 5 (Registered Trade Mark) PC or compatible computer which operates with Windows (Registered Trade Mark). When a new audit is to be commenced, an audit procedure is selected from a number of procedures which are available for use. The auditor is required to know the extent of the audit to be carried out and if the audit to be carried out is not available in the audit procedures the auditor can use the apparatus to vary the procedures which are 10 available to obtain a procedure which is suitable for the particular audit. This procedure involves the use of ordinary word processing skills which can revise the procedures according to the individual requirements. This is accomplished by changing the types of questions and answers which are selected.

When the procedure has been selected by the auditor, a menu is provided on the screen which 15 provides a step by step procedure to be followed to answer the number of questions which are required to be answered during the audit.

There are two types of questions in the preferred audit procedure, namely, primary questions and supplementary questions. The primary question is what appears on the audit screen each time a question has been answered or at the commencement of the audit procedure. The 20 primary question should be answered.

Particular answers to some primary questions will trigger the display of a supplementary question on the screen which will appear below the primary question on the audit form. All supplementary questions that are displayed should be answered otherwise the audit cannot be fully completed. At any time, the system can identify and print out all uncompleted 25 questions.

As well as having different types of questions, there are also different types of answers in the procedure. Both primary and supplementary questions can be set up with any one of six different types of answers that cater for the input of each type of information and data that are

likely to be required to be gathered. In order to be able to complete an audit, the different types of answer types include the following;

1. Option buttons, e.g. yes/no/other; black/grey/white/other,
2. Multiple Choice Check Boxes,
- 5 3. Narrative Text,
4. Information Response List,
5. Single Select List, and
6. Spreadsheet Grid.

As well as answering the questions in an audit, an auditor is also required to enter formal
10 report notes about their findings and observations. The auditor can be required to provide some recommendations on providing solutions or achieving improvements based on their experience.

The system of the preferred embodiment provides the means for entering this information with a series of text editor windows. These text windows display and allow entry of the text
15 relevant to the question that is currently displayed on the screen. This system provides for a note pad window which is like a scratch pad for the auditor. The text editor can be used to enter the auditor's own notes and any information that can be required to be referred to justify the findings or observations. For example, it is possible to record the name of a person who gave some "off the record" information or details of some unofficial documentation.

20 There is also provision for report notes which can be entered in the report notes text editor window. These report notes are the formal notes that appear in the final audit report.

If there are recommendations to be made relating to the findings of the current question they can be entered through a recommendations text editor window which is available when answering each of the questions.

The different types of answers which are in the procedure are to both primary and 5 supplementary questions.

An option button answer as illustrated in Fig. 1 is the type of answer which is used mainly for questions that require a simple yes or no, true or false, black or white style answer. This type of option button also triggers supplemental questions that require only one answer from a list of options. There is no limit on the option selection.

10 A Multiple Choice Check Box as illustrated in Fig. 2 is the type of question where there is more than one correct answer from a list of possible answers. Unlike the Yes/No option buttons, a number of multiple check boxes can be selected at any one time to any one question.

A Narrative Text Input as illustrated in Fig. 3, includes the types of answers to some audit 15 questions which cannot be predicted in advance. In these cases it is up to the auditor to make the appropriate observations or enquiries relevant to the questions and to record their findings in their own words. For this purpose, this answer type provides a text entry box next to the question where the responses can be typed in through a keyboard.

An Information Response List as illustrated in Fig. 4 is used if a comprehensive range of 20 related information is required by the audit procedure. The most common example being the detailed location of a site. In this case, instead of including a separate question for each item of information, the procedure uses one question with an Information Response List where each item in the list represents each piece of information required.

In using the site location as an example, the Information Response List could include items 25 such as "street address, postal address, map co-ordinates, local area, deposited plan number, property ID number, land tenure type, etc". The Information Response List allows the auditor

to provide a separate answer to each item in the list while only requiring one question in the procedure. The information is also logically grouped for easy access and review.

A single select list as illustrated in Fig. 5 is used when there is a large list of known possible answers and the auditor is required to select only one item as the answer to the procedure 5 question. For example, the procedure can ask the auditor to categorise the site by its usage. In this case, the procedure would include a comprehensive list of land usage types in a Single Select List for the auditor to choose from.

A Spreadsheet Grid answer as illustrated in Fig. 6 provides a means to enter structured information in a standard spreadsheet layout containing rows and columns. Depending on the 10 information required, the spreadsheet can have column titles or can have both column and row titles.

The procedure will define the base grid with a set number of columns and rows. The user can add extra columns and rows if required. Extra columns and rows added by the user can also be deleted but rows defined by the procedure cannot be deleted.

15 Once all the questions have been answered and the audit has been completed, the results of the audit are collated by a computer can be printed out in hard copy or exported to a word processing package using normal techniques.

The foregoing describes only one embodiment of the present invention, and modifications obvious to those skilled in the art can be made thereto without departing from the scope of the 20 present invention.

8.

APPENDIX A**Audit Summary**

This Audit Report was prepared and authorised by:
R. Roig

SIGNATURE

DATE

Audit Title:	Cactus Halon Compliance
Facility Name:	Cactus Falls
Site Address:	34, Falls Road, Petersham, Sydney, NSW Australia
Site Occupier:	Cactus Ice Cream Ltd
Site Owner:	Cactus Inc. Walnut Creek, California
Main Contact:	Gregg Wright
Telephone:	61 2 456 8765
Fax:	61 2 456 0001
Mobile:	015 234 765
Facility Personnel:	K Condon
Audit Leader:	G Brown
Telephone:	61 2 836 4367
Fax:	61 2 836 9843
Mobile:	015 382 56R
Audit Team:	R Roig, A Little
Date Audit Started:	30/08/94
Date Audit Completed:	
Audit File Name:	cactusic.aud

Protocol Description:	Example of sophisticated protocol using most answer types with comprehensive Guide and Aid notes.
Version No:	2
File Name:	ozone.pro

9.

Element 1 : OZONE PROTECTION ACT 1989

Question 1

Does the site purchase "controlled substances" (see Guide Notes) ?

Answer: Yes

Name the authorised officer, authorisation number, expiry date of authorisation:

Answer:

Officer	Number	Expiry date
K. Condon	1234	4 / 9 / 94

Notes:

The procedure for purchasing of controlled substances was well documented and Mr Condon had passed a training course in its operational implementation.

Recommendations:

In view of the penalties of infringing the relevant legislation, it would seem prudent to have more frequent training courses.

Question 2

Does the site keep the required records concerning the controlled substance and keep them for two or more years? (See Guide Notes)

Answer: Yes

Describe how this was verified, please also indicate where these are stored:

Answer:

The auditor sighted these in the office of the Health and Safety Officer.

Notes:

All such records are kept in a site manual of environmental impacts

Recommendations:

The procedures were based on unamended legislation. The company should put in regular update procedures.

10.

Question 3

Provide details of authorised personnel, and/or contractor(s), who carry out "restricted activities" (see Guide Note)

Answer:

Name	Auth. No.	Expiry Date	Special details
J. Twigg	EP 678	10 / 6 / 96	Fully accredited

Notes:

The corporation appears vulnerable by relying on one contractor.

Recommendations:

The Corporation should have a minimum of two contractors to provide backup if Mr Twigg is absent.

Question 4

Provide details of the authorisation of the site's supplier of controlled substances.

Answer:

Name	Address	Auth No.	Expiry Date	Special Details
Artic Ozone	20 Berg St Redfern 2000	EP645	1 April 2000	Fully certified

Recommendations:

In view of the capital investment at risk, it would be prudent for the Corporation to have an alternative supplier for cost comparison.

Question 5

Do all controlled substances suppliers containers have appropriate labelling when being returned to the supplier of that substance?

Answer: Yes

Describe how this was verified:

11.

Answer:

Auditor spoke to the Receiving Dock Manager at Ozone Recycle Ltd who confirmed that Cactus Ice Cream were excellent in this requirements.

Recommendations:

An audit should be undertaken on this supplier to protect the Board in the event of an incident.

Question 6

Doc Ref: 1

Does the site have a procedure to decommission and replace all halon equipment or portable halon fire extinguishers before 1996?

Answer:

Yes

Please give brief description of this procedure:

Answer:

As part of the international policy of Cactus Dessert Inc., the US parent, the local subsidiary is operating an active replacement program.

Notes:

The US policy is well prepared and is promoted throughout the organisation.

Recommendations:

More attention should be given to local legislation.

Question 7

Has the site informed in writing, the Fire Protection Industry Association of Australia of the location and capacity of any halon flooding installation?

Answer:

No

Notes:

No record was available and the staff seemed unaware of this requirement.

12.

Recommendations:

Notification must be attended to immediately.

Question 8

Doc Ref: 2

Is all Halon flooding equipment tested in a manner that will not result in the release of halon to the atmosphere?

Answer:

No

Please give details:

Answer:

A release is recorded in the Log for the date of 23/5/94

Notes:

Staff had not received training and carried out the test without supervision.

Recommendations:

Immediate training to be given to all staff.

Question 9

Since the last audit, has any fixed halon flooding system been discharged during the last year or since the last audit during a non-fire incident?

Answer:

Yes (give date)

Was the Fire Protection Industry Association informed within 30 days of the incident:

Answer:

Yes (give date of notification) – 30/4/93

13.

Question 10

Has the site installed any halon flooding systems since March 93, 1991?

Answer:

No

Describe how this was verified:

Not Answer:

Notes:

The staff followed only international procedures and were not aware of this requirement.

Recommendations:

In addition to training staff, the Corporation should ensure all its suppliers are aware of procedures.

(Jump to: E1Q12)

Question 12

Doc Ref: 2

Does the site, or its contractors, comply with the relevant code of practice when servicing fixed halon flooding systems?

Answer:

Yes

Describe how this was verified:

Answer:

Auditor inspected the contractor's log covering a checkbox procedure methodology of maintenance.

Notes:

This system was initiated as part of the contractor's due diligence procedures.

Recommendations:

All of Cactus contractors should use this checkbox system.

14.

Question 13

Doc Ref: 4

Does the site have a procedure that ensures the reclaiming of all halon that would otherwise be released during servicing or decommissioning fixed halon flooding systems equipment?

Answer:

Yes

Describe how this was verified:

Answer:

Part of the international procedure

Notes:

This is an excellent document that should be an industry standard

Recommendations:

Cactus should encourage the industry association to adopt this as an industry standard

Question 14

Does the site have written permission from the EPA to continue usage of its portable halon extinguishers?

Answer:

Not applicable (only if no such extinguishers)

Question 15

Are there any differences between current usage and the conditions attached to any label affixed to the portable halon extinguishers?

Answer:

No

Describe how this was verified:

Answer:

Talked to all staff who verified usage as per label

15.

Notes:

Awareness of this issue is part of staff documented training procedures

Question 13

Doc Ref: 5

Do employees receive written instruction that portable halon fire extinguishers must only be used in the eventuality of a real fire emergency?

Answer:

Yes

Describe:

Answer:

Sighted procedure which is given to all staff in their induction period as well as update every six months via the staff Newsletter.

16.

APPENDIX B

Element 1 OZONE PROTECTION ACT 1989

Question 1**Does the site purchase "controlled substances" (see Guide Notes)?**

Please circle only one of the following

- Yes

Supplemental

**Name the authorised officer, authorisation number,
expiry date of authorisation:**

Please enter a response

Officer	Number	Expiry date

- Yes, but there is no authorised officer

Red Flag Trigger

- No

Jump To E1Q6

Supplemental

Describe how this was verified:

Please enter a response

For Guide notes see Appendix Guide Notes 1

Question 2***Does the site keep the required records concerning the controlled substance and keep them for two or more years? (See Guide Notes)***

Please circle only one of the following

- Yes

Supplemental

Describe how this was verified, please also indicate where these are
stored:

17.

Please enter a response

- No

Red Flag Trigger

Supplemental

Detail shortfalls:

Please enter a response

For Guide notes see Appendix Guide Notes 2

Question 3

Provide details of authorised personnel, and/or contractor(s), who carry out "restricted activities" (see Guide Note)

Please enter a response

Name	Auth. No.	Expiry Date	Special details

For Guide notes see Appendix Guide Notes 3

Question 4

Provide details of the authorisation of the site's supplier of controlled substances.

Please enter a response

18.

Name	Address	Auth No.	Expiry Date	Special Details

For Guide notes see Appendix Guide Notes 4

Question 5

Do all controlled substances suppliers containers have appropriate labelling when being returned to the supplier of that substance?

Please circle only one of the following

- Yes

Supplemental

Describe how this was verified:

Please enter a response

- No

Red Flag Trigger

Supplemental

Please give details:

Please enter a response

- Don't know

Red Flag Trigger

For Guide notes see Appendix Guide Notes 5

Question 6

19.

Does the site have a procedure to decommission and replace all halon equipment or portable halon fire extinguishers before 1996?

Please circle only one of the following

- Yes

Supplemental

Please give brief Description of this procedure:

Please enter a response

- No

Red Flag Trigger

Supplemental

Please give details:

Please enter a response

- Not applicable (there is no such equipment on site)

Question 7

Has the site informed in writing, the Fire Protection Industry Association of Australia of the location and capacity of any halon flooding installation?

Please circle only one of the following

- Yes

Supplemental

Provide dates of notification for each installation.

20.

Please enter a response

- No
Red Flag Trigger
- Don't know
Red Flag Trigger

For Guide notes see Appendix Guide Notes 6

For Aid notes see Appendix Aid Notes 6

Question 8

Is all Halon flooding equipment tested in a manner that will not result in the release of halon to the atmosphere?

Please circle only one of the following

- No
Red Flag Trigger
Supplemental
Describe how this was verified:
Please enter a response

- No
Red Flag Trigger
Supplemental
Please give details:
Please enter a response

21.

- Don't Know

Red Flag Trigger

For Guide notes see Appendix Guide Notes 7

Question 9

Since the last audit, has any fixed halon flooding system been discharged during the last year or since the last audit during a non-fire incident?

Please circle only one of the following

- Yes (give date)

Supplemental

Was the Fire Protection Industry Association informed within 30 days of the incident:

Please circle only one of the following

- Yes (give date of notification)

- No

Red Flag Trigger

- No

Supplemental

Describe how this was verified:

Please enter a response

- Don't know

Red Flag Trigger

For guide notes see Appendix Guide Notes 8

For Aid notes see Appendix Aid Notes 8

Question 10

Has the site installed any halon flooding systems since March 31, 1991?

Please circle only one of the following

- Yes

Supplemental

22.

Was written approval obtained from the EPA?

Please circle only one of the following

- Yes (give reference number and date)
- No (Please go to question 11)
Red Flag Trigger
- No
Jump To E1Q12
Supplemental

Describe how this was verified:

Please enter a response

- Don't know
Red Flag Trigger
Jump To E1Q12

For Guide notes see Appendix Guide Notes 9

Question 11

Are there any differences between the terms of the approval and what you observe?

Please circle only one of the following

- Yes
Red Flag Trigger
Supplemental

Please give details:

Please enter a response

23.

- No

Supplemental

Describe how this was verified:

Please enter a response

Question 12

Does the site, or its contractors, comply with the relevant code of practice when servicing fixed halon flooding systems?

Please circle only one of the following

- Yes

Supplemental

Describe how this was verified:

Please enter a response

- Yes

Red Flag Trigger

Supplemental

Please give details:

Please enter a response

For Guide Notes see Appendix Guide Notes 10

24.

Question 13

Does the site have a procedure that ensures the reclaiming of all halon that would otherwise be released during servicing or decommissioning fixed halon flooding systems equipment?

- Yes

Supplemental

Describe how this was verified:

Please enter a response

- No

Red Flag Trigger

Supplemental

Please give details:

Please enter a response

- Don't know

Red Flag Trigger

For guide notes see Appendix Guide Notes 8

For Aid notes see Appendix Aid Notes 8

Question 13

Does the site have written permission from the EPA to continue usage of its

25.

portable halon extinguishers

Please circle only one of the following

- Yes

Supplemental

Describe how this was verified:

Please enter a response

- No

Red Flag Trigger

Jump To E1Q15

- Not applicable (only if no such extinguishers)

Red Flag Trigger

For Guide notes see Appendix Guide Notes 12

Question 15

Are there any differences between current usage and the conditions attached to any label affixed to the portable halon extinguishers?

Please circle only one of the following

- Yes

Red Flag Trigger

Supplemental

Please give details:

Please enter a response

26.

- No

Supplemental

Describe how this was verified:

Please enter a response

Question 16

Do employees receive written instruction that portable halon fire extinguishers must only be used in the eventuality of a real fire emergency?

- Yes

Supplemental

Describe:

Please enter a response

- No

Red Flag Trigger

For Guide notes see Appendix Guide Notes 13

27.

Guide Notes 1

Purchasers of "controlled substances" must have a current authorisation and must act in accordance with any conditions (cl.12 Ozone Protection Regulation 1991)

The following substances are defined to be "controlled substances" under Ozone Protection Act 1989, namely

- * Trichlorofluoromethane (CFC 11)
- * Dichlorodifluoromethane (CFC 12)
- * Trichlorotrifluoroethane (CFC 113)
- * Dichlorotetrafluoroethane (CFC 114)
- * (Mono)chloropentafluoroethane (CFC 114)
- * Bromochlorodifluoromethane (Halon 1211)
- * Bromotrichloromethane (Halon 1301)
- * Dibromotetrafluoroethane (Halon 2402)

(Schedule 1 to Ozone Protection Act)

Guide Notes 2

An authorised purchaser of a controlled substance must:

- * make records concerning the substance (Clause 13(1), (2) and (3) of the Ozone Protection Regulation);
- * retain the records for not less than 2 years (cl.13(4)); and
- * at the request of an EPA authorised officer, make any record so retained available to the authorised officer for inspection (cl.13(1)(b)).

Clauses 13(2) & (3) specify exactly what records must be kept.

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Guide Notes 3

"Restricted activity" is defined in clause 14(1) of the Ozone Protection Regulation to include the following activities:

- * any manufacturing (other than foam manufacturing) or industrial activity that involves the use of a controlled substance other than CFC-113;
- * the manufacture, installation, servicing or decommissioning of a controlled article that uses, or is designed or intended to use, CFC-113 (and no other controlled substance) in its operation

An activity is not to be considered to constitute the installation of a controlled article unless it involves charging the article with a controlled substance (cl.4(2)).

Guide Notes 4

A person must not sell a controlled substance (see guide notes to question 5.1) without a current authorisation (cl.5 Ozone Protection Regulation)

Guide Notes 5

If the site has reclaimed the controlled substance in a marked container supplied to it by the authorised supplier of the controlled substance, it must not return to the supplier the container if it contains any substance other than the substance indicated on the container.

That is, unless the container is clearly marked so as to indicate that:

- * it contains a mixture of substances; or
- * its contents are adulterated or suspected of being adulterated.

(cl.9(3) Ozone Protection Regulations)

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Guide Notes 6

Occupiers of a premises with a fixed halon flooding system, must have notified, in writing, the Fire Protection Industry Association of Australia of the location and capacity of its fixed halon flooding system (cl.29 Regulations).

Guide Notes 7

If the site has installed on its premises a fixed halon flooding system, it must test the fixed halon flooding system in a manner so as not to result in the release of halon to atmosphere (cl.27(1) Ozone Protection Regulations).

Guide Notes 8

Persons are only allowed to discharge the fixed halon flooding system to extinguish a fire in an emergency (cl.27(2) Regulations).

An occupier of premises with a fixed halon flooding system must notify the Fire Protection Industry Association, as the appropriate agency, within 30 days after a discharge and must state the reason for the discharge (cl.30)

Guide Notes 9

If a site installs, or causes to be installed, any fixed halon flooding systems it must have the written approval of the EPA and do so in accordance with any conditions to which that approval is subject (cl.28 Regulations)

30.

Guide Notes 10

A person who manufactures, installs or services fixed halon flooding system, must comply with any relevant code of practice (cl.31 Regulations).

Guide Notes 11

Occupiers of premises on which a fixed halon flooding system is installed, must ensure that they reclaim any halon that would otherwise be released during servicing or decommissioning (cl.32 Regulations).

Guide Notes 12

Persons in possession of the portable halon fire extinguisher must obtain the written permission of the EPA to possess a portable halon fire extinguisher which was in existence prior to March 31, 1991 to avoid having to decommission the extinguisher and have its halon reclaimed by January 1, 1996 (cl.37(1) Regulations).

The site must comply with any conditions of such an approval (cl.37(2))

Persons in possession of a portable halon fire extinguisher must ensure compliance with all conditions set out on the label affixed to the extinguisher (cl.36 Regulation).

Guide Notes 13

No person is allowed to discharge a portable halon fire extinguisher except for the purpose of extinguishing a fire in an emergency (cl.38 Regulations).

31.

APPENDIX C***Element 1 / Question 1***

Does the site purchase "controlled substances" (see Guide Notes)?

Notepad Notes:

Mr Condon was fully prepared for the interview and seemed to be extremely efficient and reliable

Element 1 / Question 3

Provide details of authorised personnel, and/or contractor(s), who carry out "restricted activities" (see Guide Note)

Notepad Notes:

Mr Twigg appeared unprepared for the meeting. While his answers were satisfactory, I am not sure how reliable this contractor is.

Element 1 / Question 4

Provide details of the authorisation of the site's supplier of controlled substances.

Notepad Notes:

Premises appeared to be very well maintained gives confidence about the organisation.

Element 1 / Question 5

Do all controlled substances suppliers containers have appropriate labelling when being returned to the supplier of that substance?

Notepad Notes:

Mr Peters, Receiving Dock Manager for last twenty years.

32.

Element 1 / Question 7

Has the site informed in writing, the Fire Protection Industry Association of Australia of the location and capacity of any halon flooding installation?

Notepad Notes:

Checked with Officer Fuller at the Association who had no record of such communication.

Element 1 / Question 8

Is all Halon flooding equipment tested in a manner that will not result in the release of halon to the atmosphere?

Notepad Notes:

No training manuals were present in the Computer room area.

CLAIMS

1. A method of auditing using a data processing apparatus having an interface means, said method comprising the steps of:
 - (1) providing said data processing apparatus with an auditing procedure having a
5 plurality of questions to be answered,
 - (2) inputting into said data processing apparatus, by said interface means, information data regarding said auditing procedure which selects a menu to be followed during said audit, said selected menu providing said plurality of questions to said interface means with at least one question at a time,
 - 10 (3) inputting into said data processing apparatus, by said interface means, information data in response to said plurality of questions to be answered, said information data in response providing a further question from the menu, or providing at least one supplementary question.
2. The method according to claim 1, said method including the step of providing a new or
15 revised procedure, wherein the auditing procedure is varied by the user by means of inputting variables into the data processing apparatus by the interface means.
3. The method according to claims 1 or 2, wherein, the information data input into the data processing means in response to the plurality of questions is in the form of an answer selected from one of the group containing:
20 option answer; a multiple choice answer; a narrative text; a single select list answer; or spreadsheet grid answers.
4. The method according to any one of claims 1-3, the method further including the step of providing results to the audit, the results being preferably in printed form.

5. A data processing system to enable the formulation of an audit using at least one audit procedure, said system comprising,

a data processing apparatus having said auditing procedure with a plurality of questions to be answered,

5 an interface means for inputting information data into said data processing apparatus, regarding said auditing procedure which selects a menu to be followed during said audit, said selected menu providing said plurality of questions to said interface means with at least one question at a time, and for inputting into said data processing apparatus, information data in response to said plurality of questions to be answered, said information data being in response
10 to and providing a further question from the menu, or providing at least one supplementary question.

6. A data processing system according to claim 5, wherein said system revises said auditing procedure according to said information data inputted from said interface, said auditing procedure being revised using word processing skills.

YES / NO

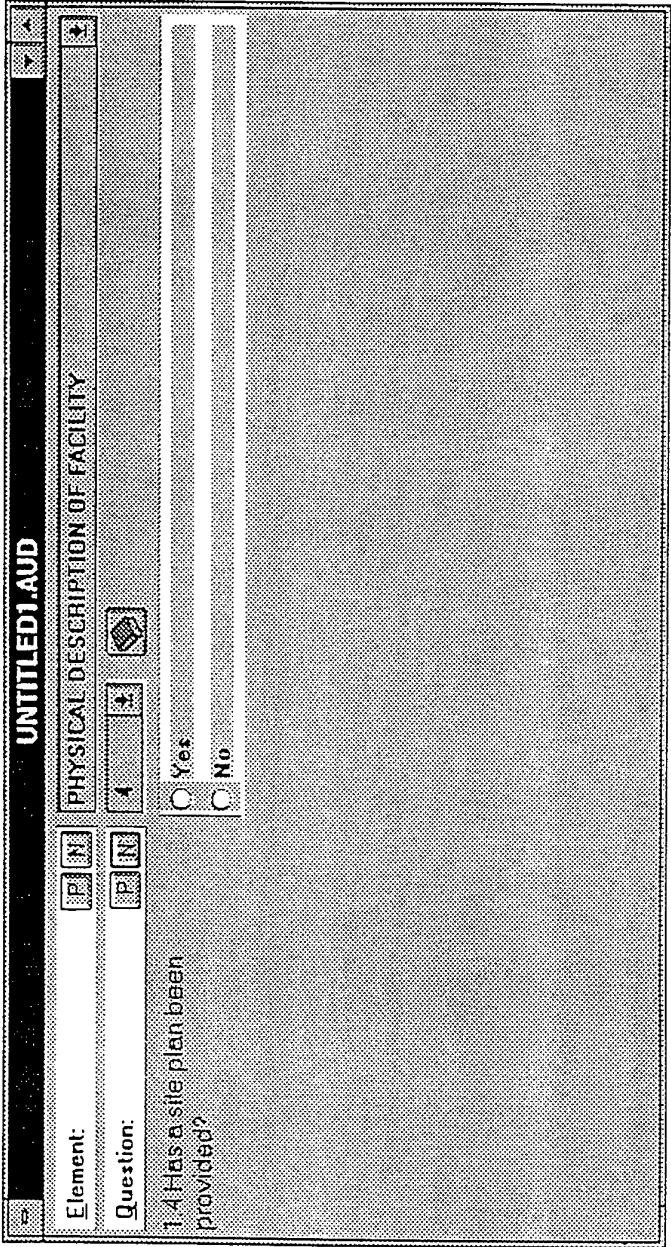


Fig. 1

MULTIPLE CHOICE CHECKBOX



UNTITLED1.AUD

LIQUID WASTE MANAGEMENT

Element 2: [P] [N]

Question: [P] [N]

2.16 What sewage disposal systems exist on site?

☐ Septic Tank (Refer to Appendix 2 in manual)

☐ Sewer Connection

☐ Pumpout (provide contractor details)

☐ Aeration Septic Tank (give location of effluent disposal area)

Fig. 2

NARRATIVE TEXT

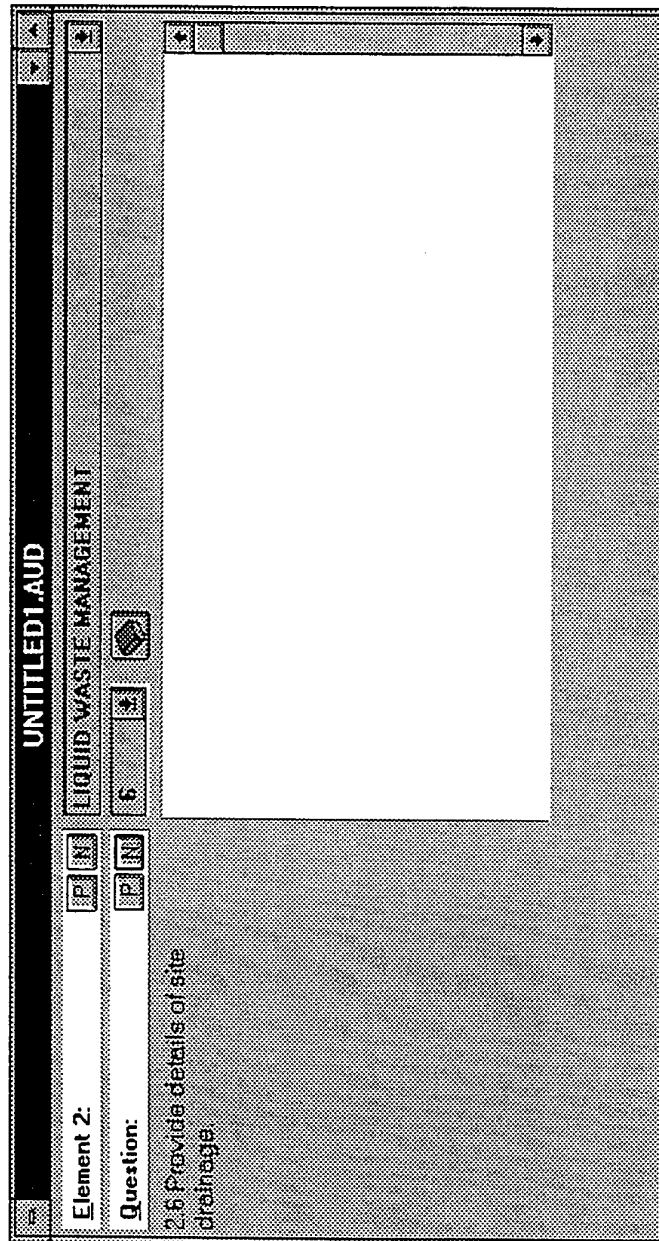
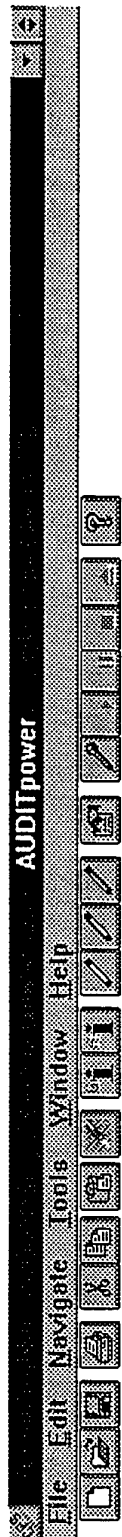
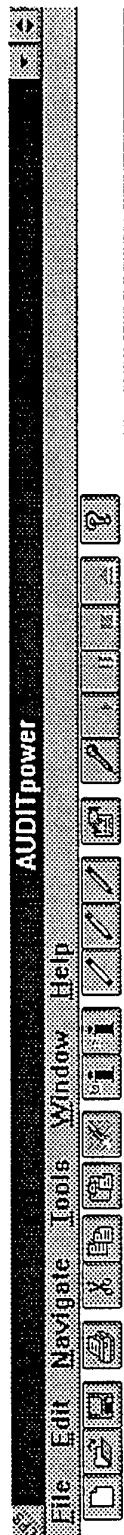


Fig. 3

INFORMATION RESPONSE LIST



UNTITLED1.AUD

PHYSICAL DESCRIPTION OF FACILITY

Element: P N

Question: P N

1.1 What are the identification details for this property?

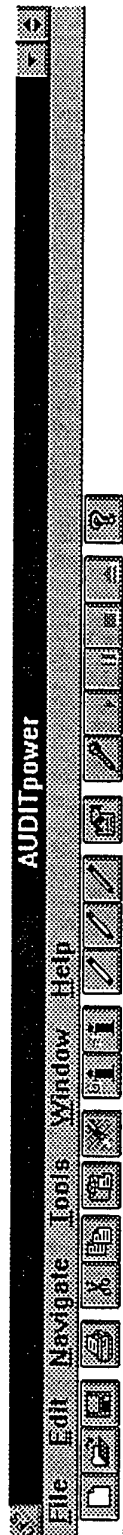
Local Government Area:

Suburb:

Street Name:

Fig. 4

SINGLE SELECT LIST



UNTITLED1.AUD

PHYSICAL DESCRIPTION OF FACILITY

Element: P N

Question: P N

1.2 What is the Premises Category for this property?

Commercial Premises
Abattoirs
Ambulance
Animal Sale Yard
Brewery
Brickworks
Chemical Manufacturer
Commercial Premises
Concrete Batching

Fig. 5

SPREADSHEET GRID



UNTITLED1.AUD

Element 2:

Question:

2.24 What liquid wastes are generated at this facility?


TYPE OF WASTE	CATEGORY	QUANTITY	GENERATION
Grease Trap Waste			
Sepic Tank Waste			
Blige/Ballast Waste			

Fig. 6

INTERNATIONAL SEARCH REPORT

International application No.

PCT/AU 94/00559

A. CLASSIFICATION OF SUBJECT MATTER Int. Cl. ⁶ G06F 17/40, 17/60 According to International Patent Classification (IPC) or to both national classification and IPC					
B. FIELDS SEARCHED Minimum documentation searched (classification system followed by classification symbols) IPC ⁽⁵⁾ 15/21, 15/74 Documentation searched other than minimum documentation to the extent that such documents are included in the fields searched AU : IPC as above Electronic data base consulted during the international search (name of data base, and where practicable, search terms used) DERWENT JOPAL COMPENDEX PLUS CASSIS					
C. DOCUMENTS CONSIDERED TO BE RELEVANT					
Category*	Citation of document, with indication, where appropriate, of the relevant passages	Relevant to Claim No.			
X	AU,A, 65762/90 (ITT CORPORATION) 23 May 1991 (23.05.91) pages 8,11,12,15,17,18,25,27 and 54	1-6			
X	EP,A, 0457000 (HEWLETT-PACKARD COMPANY) 21 November 1991 (21.11.91) column 3 lines 3 to 41, column 5 line 47 to column 6 line 46, column 9 lines 17 to 27	1-6			
X	US,A, 4887208 (SCHNEIDER et al.) 12 December 1989 (12.12.89) column 7 lines 4 to 33 (continued)	1,3,5			
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Further documents are listed in the continuation of Box C. </div> <div> <input checked="" type="checkbox"/> See patent family annex. </div> </div>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> * Special categories of cited documents : "A" document defining the general state of the art which is not considered to be of particular relevance "E" earlier document but published on or after the international filing date "L" document which may throw doubts on priority claim(s) or which is cited to establish the publication date of another citation or other special reason (as specified) "O" document referring to an oral disclosure, use, exhibition or other means "P" document published prior to the international filing date but later than the priority date claimed </td> <td style="width: 33%; vertical-align: top;"> "T" later document published after the international filing date or priority date and not in conflict with the application but cited to understand the principle or theory underlying the invention "X" document of particular relevance; the claimed invention cannot be considered novel or cannot be considered to involve an inventive step when the document is taken alone "Y" document of particular relevance; the claimed invention cannot be considered to involve an inventive step when the document is combined with one or more other such documents, such combination being obvious to a person skilled in the art "&" document member of the same patent family </td> <td style="width: 33%;"></td> </tr> </table>			* Special categories of cited documents : "A" document defining the general state of the art which is not considered to be of particular relevance "E" earlier document but published on or after the international filing date "L" document which may throw doubts on priority claim(s) or which is cited to establish the publication date of another citation or other special reason (as specified) "O" document referring to an oral disclosure, use, exhibition or other means "P" document published prior to the international filing date but later than the priority date claimed	"T" later document published after the international filing date or priority date and not in conflict with the application but cited to understand the principle or theory underlying the invention "X" document of particular relevance; the claimed invention cannot be considered novel or cannot be considered to involve an inventive step when the document is taken alone "Y" document of particular relevance; the claimed invention cannot be considered to involve an inventive step when the document is combined with one or more other such documents, such combination being obvious to a person skilled in the art "&" document member of the same patent family	
* Special categories of cited documents : "A" document defining the general state of the art which is not considered to be of particular relevance "E" earlier document but published on or after the international filing date "L" document which may throw doubts on priority claim(s) or which is cited to establish the publication date of another citation or other special reason (as specified) "O" document referring to an oral disclosure, use, exhibition or other means "P" document published prior to the international filing date but later than the priority date claimed	"T" later document published after the international filing date or priority date and not in conflict with the application but cited to understand the principle or theory underlying the invention "X" document of particular relevance; the claimed invention cannot be considered novel or cannot be considered to involve an inventive step when the document is taken alone "Y" document of particular relevance; the claimed invention cannot be considered to involve an inventive step when the document is combined with one or more other such documents, such combination being obvious to a person skilled in the art "&" document member of the same patent family				
Date of the actual completion of the international search 27 October 1994 (27.10.94)		Date of mailing of the international search report 8 Nov 1994 (8.11.94)			
Name and mailing address of the ISA/AU AUSTRALIAN INDUSTRIAL PROPERTY ORGANISATION PO BOX 200 WODEN ACT 2606 AUSTRALIA Facsimile No. 06 2853929		Authorized officer <div style="text-align: center;">  J W THOMSON </div> Telephone No. (06) 2832214			

INTERNATIONAL SEARCH REPORT

International application No.
PCT/AU 94/00559

C(Continuation). DOCUMENTS CONSIDERED TO BE RELEVANT		
Category*	Citation of document, with indication, where appropriate of the relevant passages	Relevant to Claim No.
A	US,A, 4992940 (DWORKIN) 12 February 1991 (12.02.91) column 4 lines 35 to 44, column 5 lines 43 to 68	1,3,5

INTERNATIONAL SEARCH REPORT

Information on patent family memb

International application No.

PCT/AU 94/00559

This Annex lists the known "A" publication level patent family members relating to the patent documents cited in the above-mentioned international search report. The Australian Patent Office is in no way liable for these particulars which are merely given for the purpose of information.

Patent Document Cited in Search Report		Patent Family Member			
AU	65762/90	EP	430540	US	5319544
EP	457000	JP	4229368	US	5265010
US	4887208	NIL			
US	4992940	US	5025943	EP	333013
		SE	463834		
END OF ANNEX					