

Attachment 4.1 – Operating Company Internal Audit Schedule

Operating Company Internal Audit Schedule				
		Schedule Title	Section Title	Minimum Audit Frequency
3	1	Introduction	Overall Requirements	As agreed
2	1	Introduction	The Unit	Once per year
3	1.2	Introduction	Reference Documents	Once per year
2	1.4	Introduction	Other Contracts	Once per year
3	5	Stakeholder and Customer Engagement	Communications Strategy, Correspondence, Enquiries and Complaints	Twice per year
3	5	Stakeholder and Customer Engagement	Customer Contact Services	Once per year
2	5	Stakeholder and Customer Engagement	Operations; Roads Traffic Scotland	Twice per year
2	1	Introduction	Statutory Functions	Once per year
3	1	Introduction	Collaboration & partnering	Once per year
3	1	Introduction	Community Benefits	As agreed
3	7	Control of core & ordered operations	Financial and Contract Management	Once per year
3	7	Control of core & ordered operations	APMS	Twice per year
2	3	Inspection & Maintenance – Roads Including Landscape	Roadside Electrical Assets and Power Supplies	Once per year
3	7	Control of core & ordered operations	Damage to Crown Property and Third Party Claims	Once per year
3	4	Systems, plans and records	Management System	Once per year
3	4	Systems, plans and records	Records Information and Communication Technology	Twice per year
3	1	Introduction	Reporting and Submission Requirements and Progress Meetings	Once per year
3	3	Key people	The Operating Company's Representative, Core Management Team and Key Staff	Once per year
3	9	Measuring Performance	Audits by the Performance Audit Group	Once per year
3	9	Measuring Performance	Performance Measurement	Once per year
3	3	Offices, depots & other infrastructure including plant and technology	Operating Company's Offices and Depots	Once per year
3	1	Introduction	Environmental Sustainability and Waste	Once per year
3	8	Procurement and Management of Schemes	Procurement and Management of Schemes	Once per year
2	8	Design, Construct & Certification	Construction (Design and Management) Regulations	Twice per year
2	8	Design, Construct & Certification	Road Safety Audits	Twice per year
2	2	Defects, hazard notices & observations resulting from inspections	Design and Certification of Operations and Works	Once per year
2	3	Inspections & maintenance – Roads including Landscape	Management, Inspection and Maintenance	Twice per year
2	3	Inspections & maintenance - Structures	Management, Inspection and Maintenance	Twice per year
2	6	Operations; Roads – Winter service	Winter Service – Pre-Winter	Once per year
2	6	Operations; Roads – Winter service	Winter Service – During Winter	Once per year
2	7	Operations; Roads –Disruption Risk Management	Incident Response	Twice per year
2	3	Inspection & maintenance - Roads – incl Landscape	Landscape Development Process and Deliverables	Once per year
2	1	Introduction	New Roads and Street Works Act 1991	Once per year

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		Schedule Title	Section Title	Minimum Audit Frequency
7	6	Inspections and Maintenance – Structures	Management and Maintenance of Structures	Once per year
2	1	Introduction	Structures with Particular Requirements	Twice per year
2	7	Operations; Roads – Disruption Risk Management	Severe Weather Services	Once per year
2	9	Abnormal Loads	Abnormal Indivisible Load Routeing	Once per year
2	10	Safety & developments – Developments	Development Management	As agreed
2	11	Safety & developments – Road safety programme	Road Safety and Accident Investigation and Prevention	As agreed
2	12	Signs requiring authorisation	Signs Requiring Authorisation	As agreed

Note: References to year in the above table means the Annual Period.