



2026 Audit Preparation Guide

Step-by-step: how to prepare for your height safety audit

A height safety audit is one of the most important things you can do to protect your workers, contractors, and organisation. This guide walks you through exactly what to prepare, what auditors look for, and how to get your site ready before they arrive.

■ **Anchor points and static lines must be recertified annually under AS/NZS 1891. Harnesses and lanyards require a 6-monthly inspection.**

Step 1 — Understand What an Audit Covers

A height safety audit is a systematic inspection of all systems, equipment, documentation and procedures governing safe roof access at your site. Auditors assess compliance with Australian Standards and Safe Work Australia requirements, and produce a written report identifying deficiencies.

- Physical inspection of all access systems — ladders, hatches, walkways
- Fall restraint and Fall Arrest equipment — anchor points and static lines
- Review of edge protection — guardrails and skylight covers
- Check of equipment condition and inspection tags — harnesses and lanyards
- Review of all certification and documentation
- Review of all recertification records
- Assessment of rescue and emergency procedures

Step 2 — Gather Your Documentation (30 Days Before)

Locate and organise the following documents before your auditor arrives. Missing documentation is one of the most common reasons sites receive non-conformances.

- Previous audit report — most recent
Know what was flagged last time and confirm it has been corrected
- Installation and inspection certificates for all Height Safety equipment
Includes engineer sign-off and AS/NZS 1891 certification
- Annual recertification records for all roof safety systems
Must be current — expired certificates equal non-compliance
- SWMS from all roof contractors
Hold a copy for each trade that accesses your roof
- Contractor insurance and licence records
- Harness and lanyard inspection logs — 6-monthly
Serial number, inspection date, and condition notes
- System design drawings — scope of works and engineer drawings
- Incident and near-miss records related to roof access
- Rescue plan documentation

Step 3 — Physical Site Preparation (2 Weeks Before)

Walk your roof before the auditor does. Identifying and addressing obvious issues early saves time and avoids unnecessary findings.

- Clear debris and obstructions from all access routes and walkways
- Check all anchor point labels and certification tags are visible and legible
- Inspect ladders for corrosion, loose fixings and damaged rungs
- Check guardrails are structurally sound and at the correct height
- Confirm skylight protection is in place and undamaged
- Ensure all roof hatch locks and seals are functional
- Check warning signs and safety notices are in place and legible

Step 4 — Common Audit Failures and How to Avoid Them

Common Audit Failure	How to Address It Before the Audit
■ Expired height safety certifications	Book annual recertification at least 4 weeks before the audit date.
■ Missing or out-of-date SWMS for contractors	Implement a policy: no SWMS, no roof access. File a copy each time.
■ Skylight protection absent or damaged	Skylights are a leading cause of fatal falls. Covers or guardrails must be in place.
■ No rescue plan documented	A written rescue procedure is a legal requirement, not optional.
■ Ladders not certified to AS 1657	Non-compliant ladders appear in almost every audit of older buildings.
■ PPE not inspected within required intervals	Harnesses require 6-monthly inspection. Maintain a log with serial numbers and dates.

Step 5 — After the Audit

Once you receive your audit report, act on it promptly. Uncorrected non-conformances compound over time and increase your risk profile.

- Read the audit report within 5 business days of receipt
- Prioritise any items flagged 'immediate action required'
These are safety-critical and legally significant
- Create a corrective action register with due dates and responsible parties
- Schedule rectification works with an accredited height safety contractor
- Confirm close-out of all non-conformances in writing
- Book your next annual recertification before the current one expires
- File the audit report and all corrective action records

■ Book your 2026 audit with Anchored Height Safety — 03 9555 3586 | anchored.com.au

03 9555 3586 | sales@anchored.com.au | anchored.com.au
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