

University of Tasmania
IBC Annual Audit Report
PROCESS TIMETABLE

Activity	Time Frame
IBC Secretary notifies each facility that the IBC will be undertaking annual inspections	1-7 July Week -1
IBC Secretary requests an Audit Report from each Principal Research Person for each licence or NLRD dealing	1-7 July Week 1-2
IBC Secretary contacts each facility to set inspection time/date and contacts IBC Inspectors	Week 2-4
IBC Inspections completed and Reports Reviewed. Job Requests raised.	Week 2-6
Follow up to ensure Job Work orders completed or work orders are raised.	Week 6-8
Draft Annual Report and submit to Chair IBC.	Week 9
IBC Annual Report to the OGTR on behalf of UTas submitted by 21 Sept. Send copy of OGTR Excell NLRD spreadsheet. File Annual Report in TRIM with Records Management Unit. Must arrive at the OGTR by 30 Sept. OGTR sends receipt for Annual Report.	Week 10-12