



## Fact sheet: Things to consider during your NDIS audit and registration process

Before you submit your application for registration make sure you have:

- familiarised yourself with the NDIS Practice Standards
- undertaken a document review of your current policies and procedures against requirements of the NDIS Practice Standards
- developed an Action Plan if required to address any gaps or areas requiring enhancement
- completed the online self-assessment and uploaded associated policies and procedures
- trained relevant staff around the NDIS Practice Standards and the upcoming audit process
- circulated information about NDIS registration and the audit process to residents who are participants in the NDIS, their carers, family and guardians and sought their feedback where appropriate
- your application includes details of all [Key Personnel](#) as the NDIS Commission looks at this closely
- you have carefully identified all classes of support or registration groups which your service delivers through NDIS funding or may need to deliver in the future, as this will impact your audit scope.

When preparing for an audit:

- use the *Initial Scope of Audit* document issued by the NDIS Commission when you make your application to obtain a number of quotes from the list of Approved Quality Auditors on the NDIS Commission site
- ask the auditor questions to ensure they are suitable for your organisation.

After you have selected an Approved Quality Auditor, they will update “Auditor Relationship” in your application in the NDIS Commission’s portal.

Stage 1 audit will usually be a desktop review of your completed Self-Assessment responses and associated policies and procedures. Make sure you have updated your policies and procedures and uploaded them all to the NDIS Commission portal.

Stage 2 audit should take place within three months of completion of Stage 1.

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Stage 2 will look at evidence on how you are implementing your policies and procedures and meeting the NDIS Practice Standards. This usually involves an onsite visit by the audit team and direct engagement with NDIS participants you support but may be conducted by videoconference in certain limited circumstances.

For further information please refer to the NDIS RAC Provider Toolkit Part D – Steps in the NDIS Registration and Audit Process and the Registration renewal process guide.

To learn more about NDIS Registration go to our [Provider registration process page](#).

## Contact us

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## Find out more

More information about the NDIS Commission, including resources for providers and participants, is available on the NDIS Commission website: [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

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