



Assign an Auditor to complete an audit

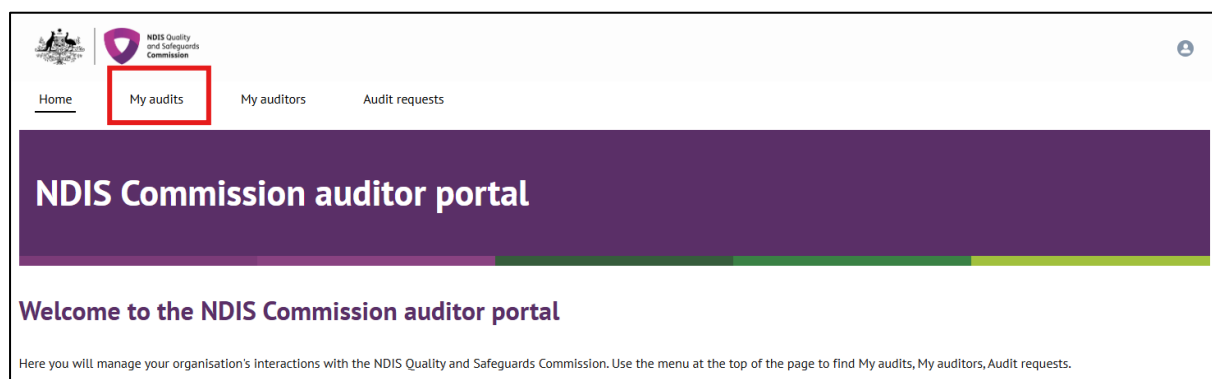
Use this guide as the authorised delegate of an Approved Quality Auditor, to assign an Auditor to complete an audit for a provider's application in the **new NDIS Commission portal**.

Before you get started

- Auditor information is visible to the provider in their own portal.
- This guide assumes you have already accepted an audit nomination from a provider. If this has not already been completed, follow instructions to [Accept or decline an audit request](#) before proceeding with the steps in this guide.
- You can only assign auditors who have been set up against your organisation.
- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions as an Auditor or Audit Team Leader to view application information following nomination. If you haven't yet logged in, follow the instructions on [Approved Quality Auditor login page](#).

Open the audit application in My audits

1. Once you have accepted an audit nomination, you will find the application details in **My audits**.



2. On the **My audits** page you will see a list of your accepted and in-progress audits in the **Manage audit applications** section.

My audits

Manage audit applications

[All](#) [Assigned](#) [Not Assigned](#) [Assigned To Me](#)

 Audits
All Audits

9 items • Sorted by Audit Name • Filtered by All audits - Audit Engagement Status • Updated a few seconds ago

	Audit Name ↓	Registration Application ↓	Registration Certifi... ↓	Provider Name ↓	Audit Type ↓	Audit Cycle Type ↓
1	AudID-00000173	BLA-0000003265		Smiles Provider Pty Ltd	Certification	New Registration
2	AudID-00000170		4-F48BRCTQ	TRINGA PTY LTD		Out-of-Cycle
3	AudID-00000169	BLA-0000003038	4-ODG7LPiO	AllCare Health		Out-of-Cycle
4	AudID-00000165		4-ODG7LPiO	AllCare Health		Out-of-Cycle
5	AudID-00000119	BLA-0000003165		The trustee for Nifty Superannuation Fund	Certification	New Registration

3. Find the audit request you wish to view in detail. You can use the **Assigned**, **Not Assigned**, **Assigned To Me** tabs, sort columns in the Audits list by clicking on the column header, or search the list of audits using a keyword that might be found in the list.

4. To assign an Auditor, click on the **Audit Name** for the desired application.

My audits

Manage audit applications

[All](#) [Assigned](#) [Not Assigned](#) [Assigned To Me](#)

 Audits
All Audits

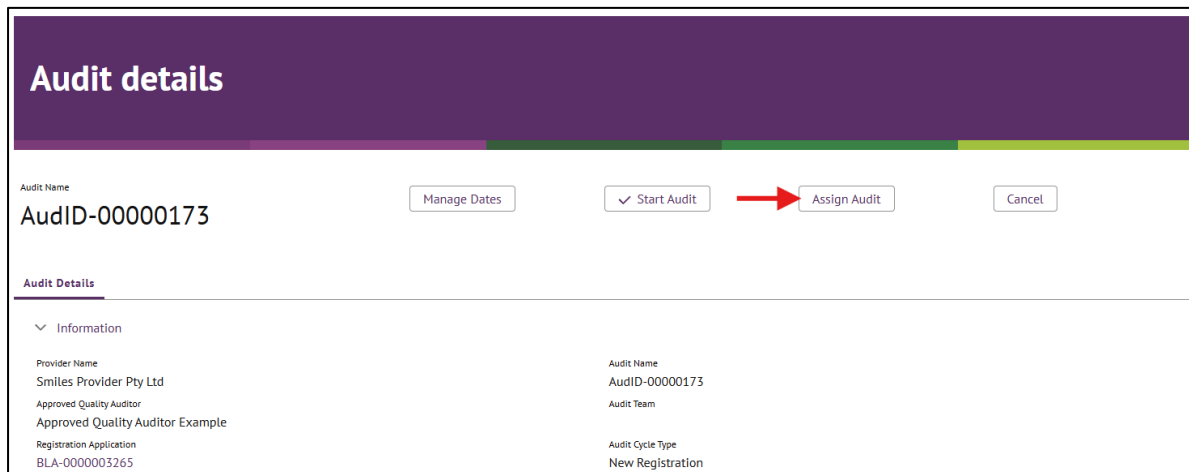
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Add or edit scheduled audit dates

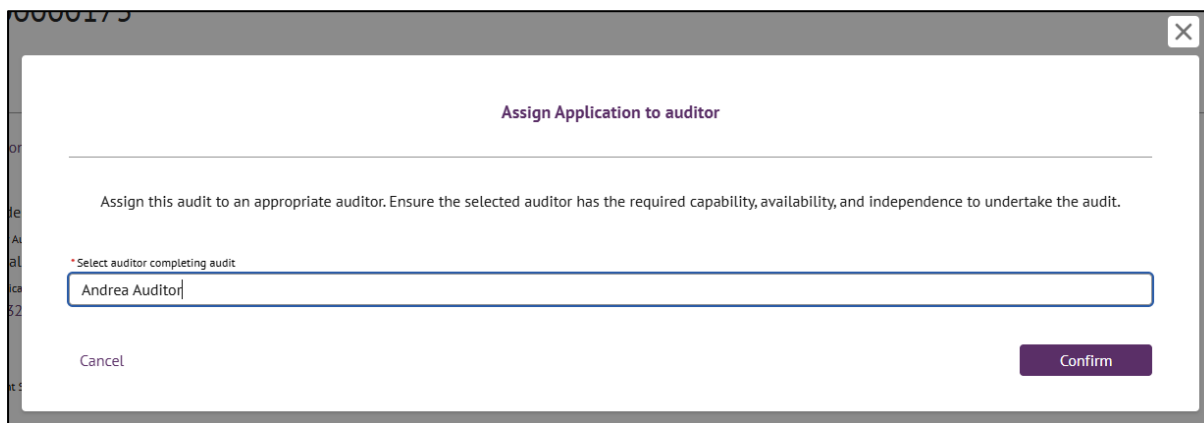
1. To add or edit scheduled audit dates, click **Assign Audit**.



The screenshot shows the 'Audit details' page for AuditID-00000173. At the top, there are four buttons: 'Manage Dates', 'Start Audit' (with a checkmark icon), 'Assign Audit' (highlighted with a red arrow), and 'Cancel'. Below the buttons, the 'Audit Details' section is expanded, showing information for the provider 'Smiles Provider Pty Ltd' and the audit team 'New Registration'.

Audit Details	
Provider Name	Smiles Provider Pty Ltd
Approved Quality Auditor	Approved Quality Auditor Example
Registration Application	BLA-0000003265
Audit Name	AuditID-00000173
Audit Team	
Audit Cycle Type	New Registration

2. Type the name of the Auditor and then pick from the selection. You can only assign Auditors who have been set up against your organisation.
3. Click **Confirm**.



The screenshot shows a dialog box titled 'Assign Application to auditor'. It contains a text input field with the placeholder text '*Select auditor completing audit' and the text 'Andrea Auditor' entered. Below the input field are 'Cancel' and 'Confirm' buttons.

Assign this audit to an appropriate auditor. Ensure the selected auditor has the required capability, availability, and independence to undertake the audit.

*Select auditor completing audit

Andrea Auditor

Cancel Confirm

4. The assigned Auditor will be notified and will see the audit details in their **My audits** view when they log into the portal.
5. The updated information will now also be visible in the audit details for you, any assigned Auditors, and the provider.