



Review a Provider Application as an Approved Quality Auditor

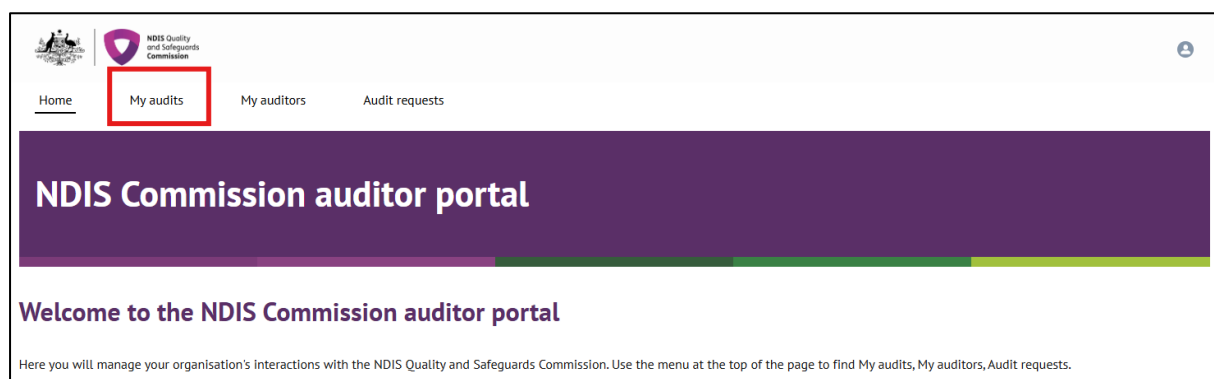
Use this guide as the authorised delegate of an Approved Quality Auditor, to view a provider's application details in the **new NDIS Commission portal** to plan and complete an audit.

Before you get started

- When a provider nominates an Approved Quality Auditor as part of their registration application in the new NDIS Commission portal, an email will be sent to the designated email address for that Approved Quality Auditor.
- The link in the email will direct the Auditor to the portal where they are able to review basic details, then accept or decline the nomination, prior to being able to access detailed application information.
- Follow instructions to [Accept or decline an audit request](#) before proceeding with the steps in this guide.
- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions as an 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 view the Audit details (and take action, like manage audit dates, assign an auditor or start the audit) click on the **Audit Name**. To view the detailed application for an audit, click the **Registration Application**.

My audits

Manage audit applications

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

Audits
All Audits

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Review application details

1. Review the application details on screen to help plan your audit:
 - Provider details, which includes the service profile of the provider, registration groups, suitability statuses for key personnel, summary of NDIS Practice Standard modules completed and declaration details.
 - Workforce details.
 - Sites and outlets.
 - Scope of audit details

Application details

Application reference number
BLA-0000003265

Download scope of audit

Status
Draft

Type
New Registration

Business name

ABN

Application Details

Provider Details

Workforce

Service Locations

Audit Details

Attachments

Application reference number
BLA-0000003265

Submitted date
13/10/2026

Date created
01/10/2026

Decision
Scheduled

Sub-Status
Auditor Selected

Application type
New Registration

Submitted by
Angela Provider

Auditor
Approved Quality Auditor Example

Status
Draft

2. You will be able to view the provider's self-assessment responses against the relevant NDIS Practice Standards modules once you commence the formal audit assessment.