



Review a Provider Application as an Auditor

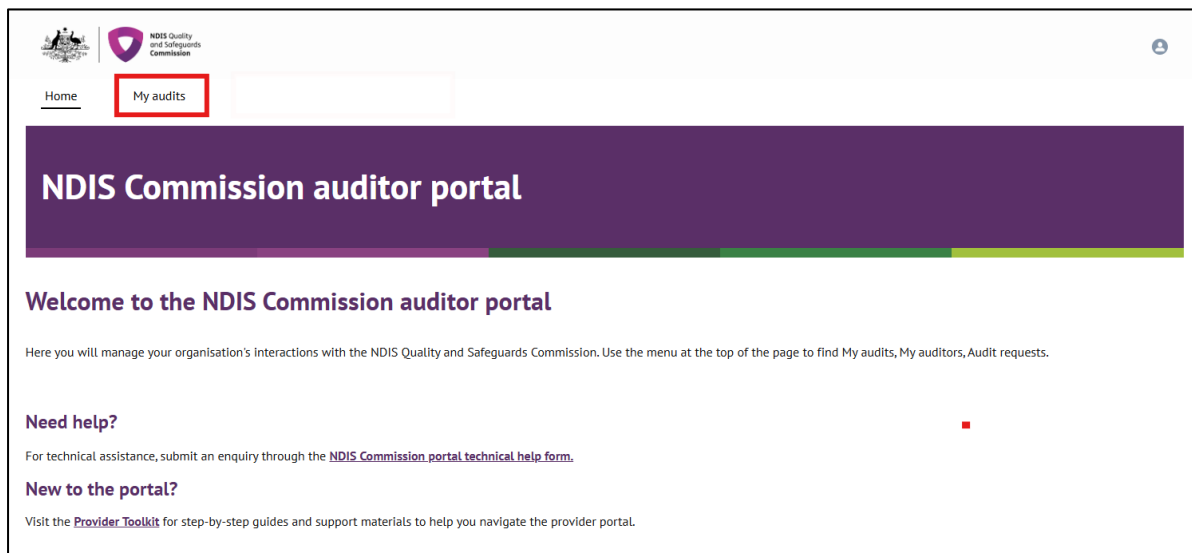
Use this guide as an Auditor assigned to complete an audit for a provider's application in the **new NDIS Commission portal**.

Before you get started

- When an Auditor is assigned by the Approved Quality Auditor to audit a provider in the new NDIS Commission portal, an email will be sent to the Auditor with details and a link to access the portal.
- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions as an Auditor to view the application and complete audit actions. If you haven't yet logged in, follow the instructions on [Approved Quality Auditor login page](#).

Step 1: Open the audit application in My audits

1. Once you are assigned as an auditor, you will find the application details in **My audits**.



2. On the **My audits** page you will see a list of audits assigned to you in the **Manage audit applications** section.

3. Go to the **Assigned to Me** tab. To view the Audit details click on the **Audit Name**. To view the detailed application for an audit, click the **Registration Application** number. You will be able to download the scope of audit from here.

The screenshot shows the 'My audits' page of the NDIS Quality and Safeguards Commission. The page has a purple header with the text 'My audits'. Below the header, there is a section titled 'Manage audit applications'. This section contains a tabbed interface with four tabs: 'All', 'Assigned', 'Not Assigned', and 'Assigned To Me'. The 'Assigned To Me' tab is selected. Below the tabs, there is a table of audit applications. The table has the following columns: 'Audit Name', 'Registration Application', 'Registration Cert...', 'Provider Name', 'Audit Type', and 'Audit Cycle Type'. The first row of the table shows an audit with the name 'AudID-00000173', a registration application number 'BLA-0000003265' (highlighted with a red box), and a provider name 'Smiles Provider Pty Ltd'. The audit type is 'Certification' and the audit cycle type is 'New Registration'.

Audit Name	Registration Application	Registration Cert...	Provider Name	Audit Type	Audit Cycle Type
1 AudID-00000173	BLA-0000003265		Smiles Provider Pty Ltd	Certification	New Registration

Step 2: 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.