



Pre-audit readiness checklist



Under the new Aged Care Act, all providers delivering Australian Government-funded aged care services will need to be registered by the Aged Care Quality and Safety Commission. As part of the registration process, we will audit organisations, people or providers seeking to register, renew, or vary their registration in categories 4, 5 or 6.

This checklist will help you prepare for and anticipate the audit process. It highlights the key actions you can take, and the resources available to support you in this process.

Activity	Tips on how to get ready	Complete
Become familiar with the Provider registration model	Review the Provider registration policy to understand which registration categories (4, 5, 6) apply to you.	
	Watch the Commission's webinar: Provider Registration and Renewal in Practice .	
Become familiar with the audit process	Review the evidence collection tools the Commission uses when auditing and understand what information and supporting documents are required. For registration, variation or renewal of registration audits, you must complete the Audit Evidence Collection Tool (AECT). For renewal of registration audits, you must also complete the Care Delivery Evidence Collection Tool (CDECT).	
	Review registration , renewal of registration , and variation of registration audit guides to understand: <ul style="list-style-type: none">• whether you are undergoing a registration, variation or renewal of registration audit• the audit ratings that apply to each audit.	
	Complete the Strengthened Quality Standards audits for provider registration module and the Strengthened Aged Care Quality Standards program on the Aged Care Learning Information Solution (Alis) .	

Activity	Tips on how to get ready	Complete
Become familiar with the strengthened Aged Care Quality Standards and prepare your staff	View the Commission's Get ready for the strengthened Aged Care Quality Standards checklist to see what actions you can take now to prepare.	
	Use the strengthened Quality Standards digital guidance tool . This will support you to comply with the strengthened Quality Standards and provide best practice services.	
	Read, watch and use Commission strengthened Quality Standards resources including fact sheets, videos and posters.	
Prepare for governing body and senior management meetings	Nominate and ensure participants understand their roles and responsibilities.	
	Ensure policies, procedures and registers are current and accessible.	
	Review the Commission's standard meeting agendas relating to the audit.	
Update and inform the older people you provide care and services to	Inform and educate older people and their supporters about the purpose of the audit and their rights under the new Act. This includes making them aware of the Statement of Rights .	
	Inform older people and their supporters, they may be invited to provide feedback to us during an audit.	
	Educate older people and their supporters on how to provide feedback to you and the Commission. You can refer to them the contact us webpage on our website.	
	Encourage older people to talk to the consumer advisory body , in residential care homes.	

The information in this checklist provides general guidance only. It's your responsibility to know your obligations and legal responsibilities under the *Aged Care Act 2024* and *Aged Care Rules 2025*.

Your approach to preparing for registration and audit may include different activities to those outlined in this checklist.

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