



Pre Acceptance - A Step-by-Step Guide



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The story behind pre-acceptance

Healthcare waste is waste produced during human and animal healthcare and related research activities. It covers both clinical and offensive waste and is generally the result of healthcare activities, like those taking place in hospitals, clinics, veterinary practices, and nursing homes.

Some healthcare waste producers have been required to assess their waste composition and inform their waste removal operators since 2010. The aim of this being to aid the safe collection and disposal of waste.

The Environmental Agency prioritised this requirement in 2013 and pre-acceptance as we know it was created. Now, all producers of human and animal healthcare waste are legally required to assess their waste and provide an audit to their waste removal operators. This ensures the removal operators can safely handle, transport, store and dispose of the waste. Pre-acceptance audits itemise the waste produced at a location and detail how it is segregated to ensure appropriate disposal methods, recycling procedures, and treatment options. This information prevents improper waste handling, reduces environmental risks, and minimises the potential for adverse health effects.



So, what role does **phs** play?

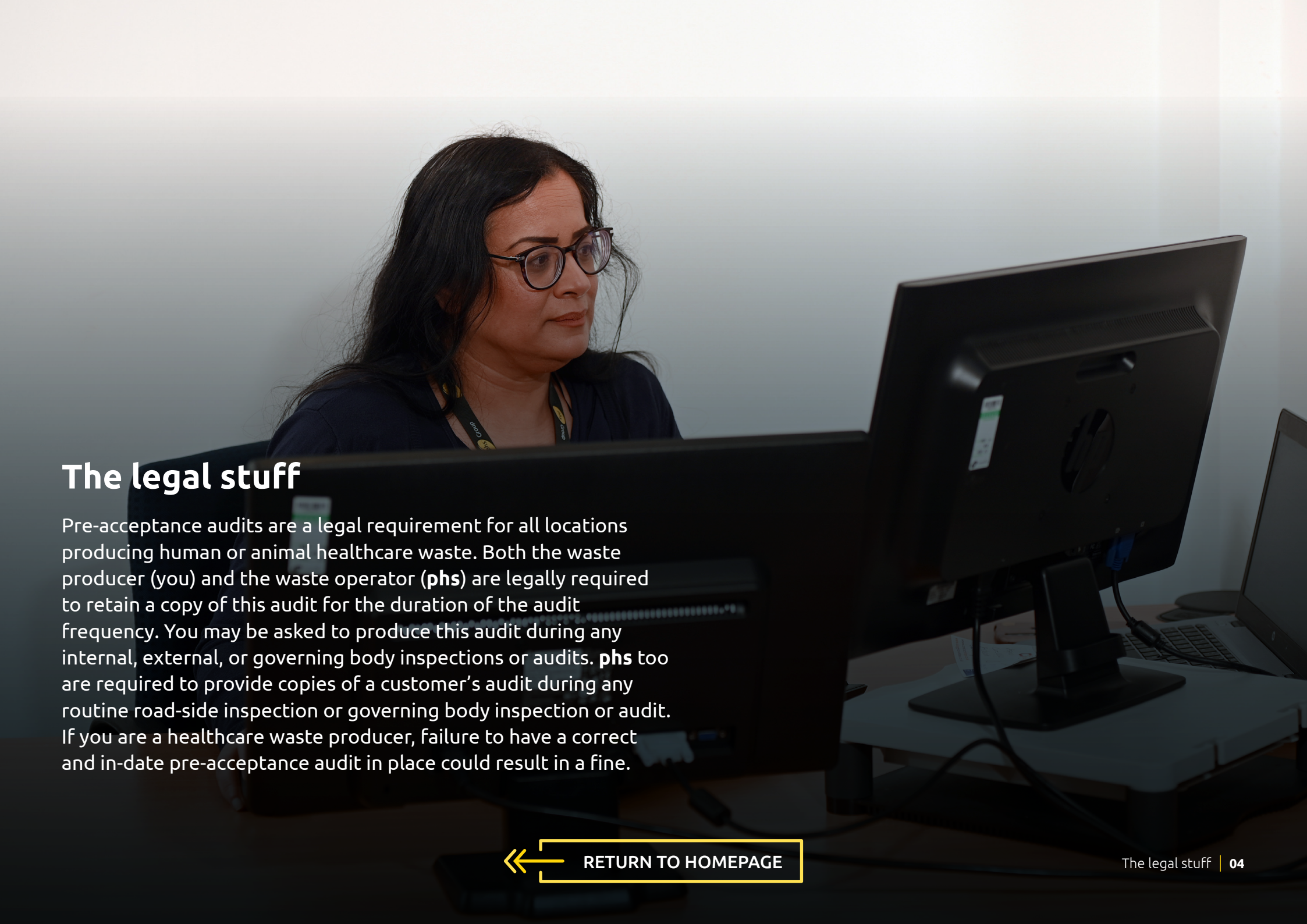
phs are committed to supporting sustainable growth and reducing the impact of its products and services upon the environment.

phs collects around 65,000 tonnes of waste from customers per year, ranging from nappies and sanitary products to medicinally contaminated sharps and dental amalgam. Correctly segregating all types of healthcare and non-healthcare waste not only supports best practice for waste management but also enables **phs** to divert offensive waste from landfill. Through a partnership with Virador, **phs**-managed offensive waste is treated at Virador's energy recovery facilities (ERFs), and other partners across the country, to create low carbon electricity which is sent to the National Grid. This enhances **phs** customers' sustainability objectives by diverting waste from landfill, which can take more than 500 years to decompose, and using it to create energy.

phs offer a digital pre-acceptance audit form which can be completed online through the [Myphs portal](#). Should you already have your own completed audit document, you have the option to upload it here too.

[VIEW OUR PURPOSE](#)

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A woman with long dark hair and glasses is sitting at a desk, looking at a computer monitor. She is wearing a dark blue top and a lanyard. The background is a plain, light-colored wall. The overall scene is dimly lit, with the primary light source coming from the computer monitor and a soft light from the left.

The legal stuff

Pre-acceptance audits are a legal requirement for all locations producing human or animal healthcare waste. Both the waste producer (you) and the waste operator (**phs**) are legally required to retain a copy of this audit for the duration of the audit frequency. You may be asked to produce this audit during any internal, external, or governing body inspections or audits. **phs** too are required to provide copies of a customer's audit during any routine road-side inspection or governing body inspection or audit. If you are a healthcare waste producer, failure to have a correct and in-date pre-acceptance audit in place could result in a fine.

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Do I have to complete an audit?

If you answer 'yes' to the following questions, then yes you will be required to complete and submit a pre-acceptance audit to all your waste removal operators:

1. Are you a qualified medical professional?
2. Are you producing waste from healthcare or research related activities for either humans or animals?

The audit can be completed by yourselves, or you can arrange for a qualified and competent 3rd party to complete it on your behalf. Info on waste competency can be found [here](#).

Don't think this applies to you?

1. Is the waste you're producing not a product of healthcare activities?
2. Are you producing waste in a domestic setting?
3. Are there no qualified medical professionals on site?
4. Do you believe the audit request you've received from **phs** is not relevant to you?

Please contact pre-acceptance@phs.co.uk with your **p**hs account number so we can update your account accordingly and remove this requirement.

Examples of businesses who complete pre-acceptance audits		Examples of businesses who don't complete pre-acceptance audits	
Hospitals	Dental centres	Domestic sites	Beauticians
Doctors/GP Surgeries	Opticians	Tattoo studios	Body piercing practitioners
Care homes providing medical or nursing care	Non-healthcare facilities at which a healthcare professional produces waste	Care homes without care or nursing staff	Minor first aid
Veterinary clinics	Ambulance trusts	Substance abuse refuse	
Community pharmacies	Healthcare centres		
Research laboratories generating clinical waste	Pharmaceutical manufacturers/suppliers		
Any other medical practices			



I already have an audit

If you already have a completed and in-date audit (more than 30 days prior to its expiry date), it can be used to cover the pre-acceptance requirement. You can upload a PDF version of your audit to the Myphs portal by selecting 'Upload a PDF document' under the location in question. The PDF must be no larger in size than 10MB and will be virus-checked before it enters the phs ecosystem. Please ensure the existing audit covers all waste services on site and that details such as quantities, weights, and collection frequencies haven't changed since the audit was carried out.

my phs

My Audits My Documents My Services FAQs Queries TU My Profile

Hi Test User | PHS You are in customer support view. Exit support view

Pre-Acceptance Audit

Under the requirements of Environmental Permitting Regulation and their appropriate measures, it is a legal requirement for customers producing healthcare waste to provide a valid and accurate pre-acceptance audit. Please provide details of all waste you produce, regardless of the waste contractor you utilise for collection and submit a pre-acceptance audit for each location listed below.

Search audits

- Block A, Western Industrial Estate, CF83 1XH** (Not Started)
Start new audit. Upload a PDF document
- Block B, Western Industrial Estate, CF83 1XH** (In Progress)
Resume audit. Upload a PDF document
- Block C, Western Industrial Estate, CF83 1XH** (Awaiting Approval)
- Block D, Western Industrial Estate, CF83 1XH** (Rejected)
Review and update audit. Upload a PDF document

1-4 of 4 audits View: 10 per page

Block A, Western Industrial Estate, CF83 1XH

Please upload your waste audit below, this should be in a .pdf format and under 10.0 MB.

Upload a PDF document*
Choose a file No file chosen

Contact name*
Type here

Contact number*
Type here

Contact email address*
Type here

Type of healthcare establishment*
Please select

SIC Code
Type here

Audit completion date*
24/01/2024

I am aware of and comply with HTM 07-01 guidance

Back Submit Audit



Who completes the audit?

A pre-acceptance audit must be completed by the waste producer or a qualified competent 3rd party. You can have someone else upload the information onto the **phs** audit form on your behalf, ensuring they also include the contact details of the person who physically conducted the audit.

Stage 1 of the audit asks for contact details of the person completing the online form and if this differs to the person who physically carried out the audit, the auditor's contact details can be added on stage 4 of the audit form.



What is waste competency?

To complete a pre-acceptance audit, the auditor must be waste competent, i.e. someone who understands what the waste is, how waste should be classified, segregated, and disposed of, along with what treatment has been carried out to generate the waste.

Waste competency can be determined in a number of ways:

- A recognised medical qualification,
- An external qualification in relation to the classification and segregation of waste,
- A waste auditing qualification.

Alternatively, a person on site can also be deemed as competent if they have experience in:

- The treatments being carried out,
- The waste being produced from each treatment,
- The classification of the waste,
- The correct waste receptacle (bin, bag, or container) in which the waste must be disposed of.

How often do I need to complete an audit?

Your audit frequency will depend on the type of location and the volume of waste you are producing within a 12-month period. These are as follows:



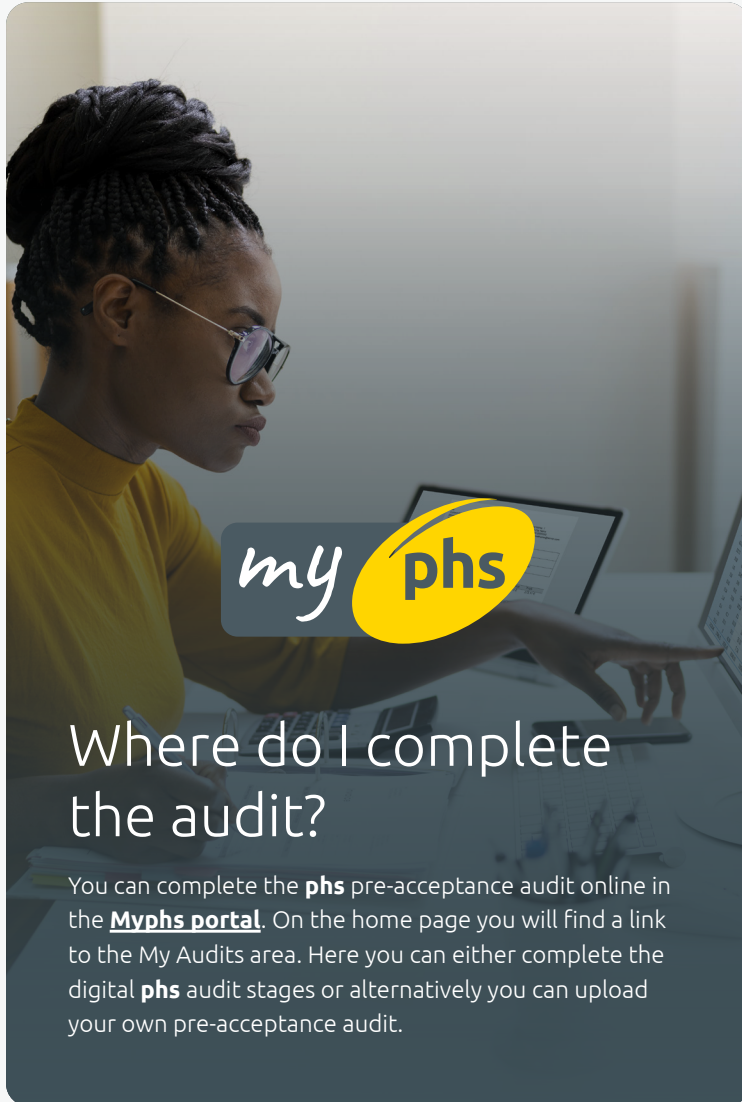
- High volume producers who produce 5 tonnes + waste per year.
- All healthcare producers



- High Risk producer who produces under 5 tonnes per year
- Dentists
- Vets
- Research Labs



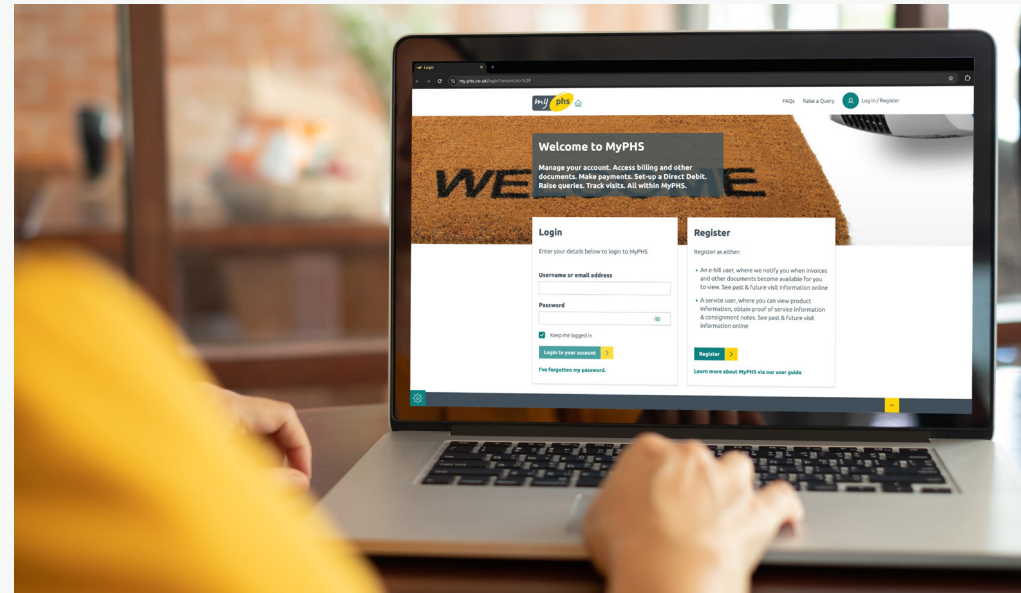
- Low Risk producers under 5 tonnes per year
- Other medical practices, including general practices engaged in medical consultation and treatment in the field of general and specialised medicine by general practitioners, medical specialists, and surgeons.
- Other healthcare premises, not involving hospitals or practicing medical doctors, involving para medical practitioners legally recognised to treat patients.
- Community pharmacies
- Care homes with care and nursing
- Healthcare waste producers not wholly or partially encompassing the above.



my phs

Where do I complete the audit?

You can complete the **phs** pre-acceptance audit online in the **Myphs portal**. On the home page you will find a link to the My Audits area. Here you can either complete the digital **phs** audit stages or alternatively you can upload your own pre-acceptance audit.

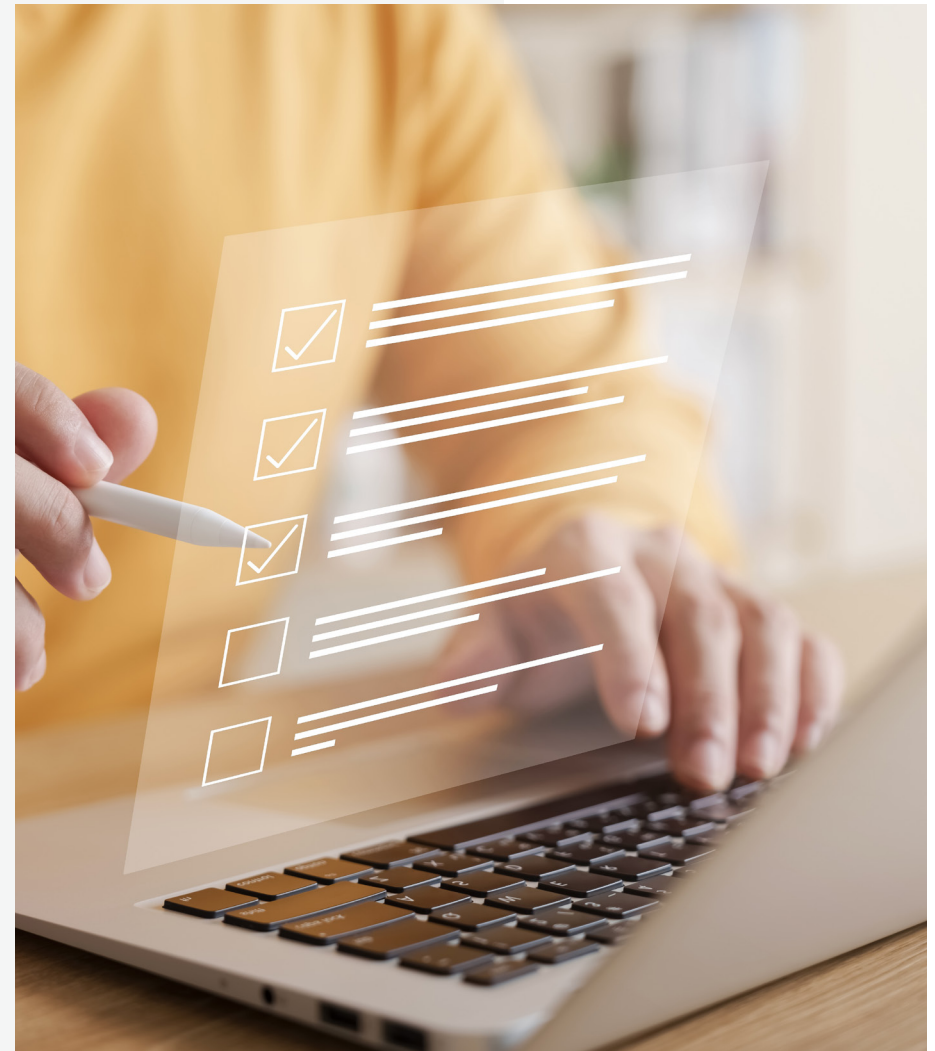


How do I log into the My**phs** portal?

As a customer, you can take advantage of our customer **Myphs portal** and manage your account online. With our portal, you will be able to access and submit your pre-acceptance audit, as well as accessing information such as your service history, invoices and useful **phs** resources. The registration process only takes a few minutes. If you're not already registered, click here to **register now**. You will need your location's postcode and if you have received it, your **phs** account number too.

What do I need before I complete the audit form?

1. We recommend you obtain a list of all your contracted waste services with **phs**. If you don't have it to hand, you can easily request this in the **Raise A Query** section on the **Myphs** portal. In the 'Reason for Enquiry' field select 'Waste Administration' and enter 'Contract Download Letter' in the 'Subject' line. The letter, which will be emailed to you, will detail all your contracted waste products along with their EWC codes, service frequencies, quantities, and average weights.
2. Undertake a review of **HTM07-01** in relation to waste classification, segregation, and disposal. This will aid you in identifying the items you have on site and the waste type descriptions on the audit.
3. Set aside time to walk around your premises and each department/room you have.
4. In each room note down what waste containers, bins and bags are in there, what size they are and how many are in there.
5. Against each unit write down what waste is disposed of in each and what treatment was carried out to generate the waste. If you're not sure ask the person carrying out the treatment.
6. Once you've compiled all the information for the waste on your site you can load the **Myphs portal**, click on the My Audit section and begin to complete the online audit.
7. If you run into any difficulty don't worry, we're here to help. You can either **raise a query** directly on the **Myphs** portal or send an email to **pre-acceptance@phs.co.uk** with your question and a member of the team will be in touch.





Which products need to be listed on the audit form?

We ask that you include all the waste disposal products you have on site. This enables us to determine if and how the waste we collect could be contaminated from any other waste streams. It also assists us in ensuring the health and safety of our employees and employees further down the disposal chain. Missing **phs** contracted products off your audit will result in rejection. You can easily request a list of your products in the **raise a query** section of the MyPHS Portal. In the 'Reason for Enquiry' field select 'Waste Administration' and enter 'Contract Download Letter' in the 'Subject' line. If any products on your contract are no longer taken or there are additional products we can offer, please get in contact.

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How do I complete the audit form?

- Our digital pre-acceptance audit form can be found online in the [Myphs portal](#).
- Click the My Audits area link found on the homepage. If you have an audit to complete it will be displayed here.
- Select Start new audit to begin. If you return to this page after beginning your audit the link will have changed to Resume audit.
- On average it will take around 20 minutes to complete, and for your convenience you can save your progress at any point and return to it later.
- Before beginning the audit, please take some time to gather the necessary information listed [here](#).
- There are four stages of the audit to complete:
 1. **Waste Producer** --> Enter your site details and the contact details of the person completing the online form.
 2. **Departments** --> Add each department/room as well as selecting whether they will contain human or animal healthcare waste.
 3. **Waste Streams** --> Details of every waste stream per department/room are collected here.
 4. **Auditor** --> Enter details of the **waste competent person** who physically completed the audit here if they differ to those of the person completing the online form (entered on stage 1).



Stage 1 Waste Producer

Block A, Western Industrial Estate, CF83 1XH



Company name*	Type of healthcare establishment*
<input type="text" value="Block A"/>	<input type="text" value="Please select"/>
Address line 1 - Waste producer address*	SIC Code
<input type="text" value="Western Industrial Estate"/>	<input type="text" value="Type here"/>
Address line 2	Contact name*
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
Address line 3	Contact number*
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
Town	Contact email address*
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
County	
<input type="text" value="Type here"/>	
Postcode*	
<input type="text" value="CF83 1XH"/>	

I am aware of and comply with [HTM 07-01 guidance](#)

< Back Save progress Next >

1

This information will be pre-populated based on the location the audit is in relation to. Please check these details are correct.

If you're short on time, you don't need to complete the whole form in one go. You can save your progress at all stages of the audit, which means you won't lose anything if you need to come back to the audit later on.

2

Select the closest description of your business activities from the drop down list of healthcare locations types. Alternatively select 'other' and a free text box will appear for you to type in.

3

Input your business SIC code. This is the code your business is registered against with Companies House. If you don't know it, don't worry you can progress without this.

4

Add the contact name, phone number and email address of the person completing the form online. This might be different to the person who audited the waste – these details will be entered on stage 4 of the audit form.

5

Tick the box once you have reviewed HTM07-01 This is the NHS guidance on correct classification and segregation of healthcare waste.

Site details of the location the audit is in relation to.

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Stage 2 Departments

Block B, Western Industrial Estate, CF83 1XH

1 2 3 4
Waste producer Departments Waste streams Auditor

Please add all departments that create waste. PHS need to understand how and where your waste is created, and how it could be contaminated by other waste streams in your department. A department can be any size and have more than one room (wards that produce the same waste from the same treatment, toilet etc.) but must clearly define an area of the same treatment processes.

Departments [+ Add a new department](#)

Ground Floor
Waste Type: Human
[Edit](#) [Delete](#)

Upper Floor
Waste Type: Animal
[Edit](#) [Delete](#)

[< Back](#) [Save progress](#) [Next >](#)

1

Click here to add your department/room. Click again for all the additional departments/rooms you need to add. You can input the specific name or number for each department/room or as the example shows you can state where it is located on your premises.

2

Indicate if the healthcare waste is being generated from human or animal treatments.

3

Whilst completing the audit you can change the name of the department/room or waste type at any point. If you have added additional departments/rooms in error these can also be deleted at any time.

Here is the place to list all departments/rooms you have on site which are generating healthcare waste. There must be at least 1 department/room listed to continue.



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Stage 3 Waste Streams

1

Click here to add a waste stream (product).

Continue to click this for each additional waste stream in that department/room.

2

Select the waste type from the drop-down list.

The options mirror the waste type descriptions within the HTM07-01 guidance. If you're not sure which to select for each of your products, remember there is a link to the guidance on stage 1 of the audit.

Based on the waste type you select, the waste receptacle and EWC code will auto-populate for you. These are drop-down lists so please ensure you check the information is correct.

If you're not sure what products **phs** service for you, you can easily request a list of your contractual waste services on the My**phs** portal in the Raise a Query form. Alternatively, you can find your product in our **Pre Acceptance Product Index** and check the corresponding product details to assist you in the completion of this stage of the audit.

Helpful hint!

A list of your contracted waste products is really useful to have to hand. **What do I need before I begin?**

Block B, Western Industrial Estate, CF83 1XH

The screenshot shows a progress bar at the top with four steps: 'Waste producer' (checked), 'Departments' (checked), 'Waste streams' (active), and 'Auditor' (not started). Below the progress bar, there are two sections for 'Ground Floor' and 'Upper Floor'. Each section has a 'Waste Type' dropdown (e.g., 'Human' for Ground Floor, 'Animal' for Upper Floor), an 'Add a waste stream' button, and a form with three dropdowns for 'Waste Type*', 'Waste receptacle*', and 'EWC code*'. Below these are a 'Description*' text box, and three input fields for 'Average weight*' (with 'Kgs' label), 'Collection frequency*' (with 'P/A' label), and 'Quantity*'. There is also a checkbox for 'Waste collected by phs' and a 'Remove this waste stream' button.

List your products by department, along with what you're disposing of in them. This takes time to complete and the info you provide determines how often you'll be required to complete an audit.

3

Type a description of the items you are putting into the container/bin/bag, along with what treatment was carried out to produce the waste. For example, needles from vaccination services. For further examples, see our handy **Pre Acceptance Product Index**.

4

5

6

Input the average weight based on 1 unit. If you're unsure of this, it can be found in the **Pre Acceptance Product Index**.

Input the collection frequency. This is the number of times in 12 months that **phs** service the item (see your list of contracted **phs** services).

Input the quantity. This is the number of units of this product in this department/room (see your list of contracted **phs** services).

7

Do **phs** service this product for you? If so, remember to tick the box.

8

If you have another bin/bag/container in this room/department, return to step 1.

You will need to complete steps 1-8 for each department/room you have identified.

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Stage 4 Auditor

1

If you undertook the waste audit, please indicate 'Yes'. This will input your details from stage 1 once you submit the audit.

If you are completing the form online on behalf of somebody else, please indicate 'No'. This will generate contact details boxes for you to complete.

2

Select the appropriate competency level from the drop-down options.

Audits must be carried out by a qualified or experienced healthcare professional. Someone who understands what the waste is, how waste should be classified, segregated, and disposed of, along with what treatment has been carried out to generate this waste. For further info, see our waste competency info [here](#).

Block B, Western Industrial Estate, CF83 1XH



Is the waste producer contact (entered in step 1) the same person who completed this audit?

Yes No

Waste competency level

Internally trained on HTM 07-01

Audit completion date*

24/01/2024

Audit frequency

5

Years (based on type of healthcare establishment and average annual waste weight)



Back

Save progress

Submit Audit



Here we need to know the site auditors' details. If **phs**, or any governing body, have a question we can contact them directly.

3

Select the date you completed the waste audit. If this is a resubmission, please remember to update this accordingly.

4

This section will auto-populate for you based on the information you have supplied on stage 3.

Your audit frequency will be dependent on the type of location you are, along with the annual volume of waste you are producing.

You can find further details on audit frequency [here](#).

Before submitting your audit, please check:

- ✓ Have you added all your **phs** contractual waste services?
- ✓ Have you added descriptions of what's going in the bins/bags/containers?
- ✓ Have you supplied average weights per unit, not a total?



Once you're happy with all the info provided click 'Submit Audit' to send it to **phs** for review.



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Pre Acceptance Product Index

Product Images	Product Description	Audit Form Fields				Sectors
		Waste Type	Receptacle	Average Weight	EWG Code	
Bag Waste						
	Orange bag	Infectious waste not contaminated by chemicals	Orange Sack	3kg	18 01 03 18 02 02	Infectious waste - soft waste including swabs, dressings, bandages, wipes
	Box containing orange liner			25L = 8kg 50L = 12kg		
	Yellow bag	Infectious waste contaminated with chemicals	Yellow Sack	3kg	18 01 03 / 18 01 06	Infectious waste - soft waste including swabs, dressings, bandages, wipes from theatre / minor ops etc.
	Box containing yellow liner			25L = 8kg 50L = 12kg	18 02 02 / 18 02 06	Infectious waste, potentially contaminated with pharmaceuticals or chemicals
	Yellow bag with black stripe	Offensive	Yellow bag with black stripe	4kg	18 01 04 18 02 03	Non infectious waste including swabs, dressings, nappies, incontinence waste.
Eurobins						
	Eurobin containing orange bags	Infectious waste not contaminated by chemicals	Rigid yellow container		18 01 03 18 02 02	Infectious waste - soft waste including swabs, dressings, bandages, wipes
	Eurobin containing yellow bags	Infectious waste contaminated with chemicals	Rigid yellow container	240L = 15kg 360L = 24kg 660L = 36kg 770L = 52kg 1100L = 90kg	18 01 03 / 18 01 06 18 02 02 / 18 02 06	Infectious waste - soft waste including swabs, dressings, bandages, wipes from theatre / minor ops etc. Infectious waste, potentially contaminated with pharmaceuticals or chemicals
	Eurobin containing tiger bags	Offensive	Rigid yellow container	240L = 20kg 360L = 32kg 660L = 48kg 770L = 80kg 1000L = 120kg	18 01 04 18 02 03	Non infectious waste including swabs, dressings, nappies, incontinence waste.
Ecoloc Containers						
	Hazardous Eco Loc	Infectious waste contaminated with chemicals	Rigid Yellow Container	30L = 8kg 50L = 12kg 60L = 15kg	18 01 03 / 18 01 06 18 02 02 / 18 02 06	Infectious waste potentially contaminated with pharmaceutical or chemicals . Hard clinical waste not suitable for bags.
	Non hazardous Eco Loc	Offensive	Yellow bag with black stripe	30L = 8kg 50L = 12kg 60L = 15kg	18 01 04 18 02 03	Non hazardous hard clinical waste, e.g. animal faeces, highly sodden waste

Product Images	Product Description	Audit Form Fields				Sectors	
		Waste Type	Receptacle	Average Weight	EWC Code		Description Examples
Bag Waste							
	Orange Lidded Sharps Container - Hazardous	Sharps non-medicinally contaminated	Rigid orange lidded container	0.6L = 0.5kg 1L = 0.5kg 2L = 1kg 3L = 1.5kg 4L = 2kg 5L = 2kg 7L = 2kg 13L = 3kg 24L = 4kg 25L = 5kg 30L = 6kg	18 01 03 18 02 02	Infectious and blood contaminated sharps (e.g. phlebotomy needles)	<ul style="list-style-type: none"> Dentists GPs Medical centres Hospitals Care homes Veterinary Labs Pharmacies Clinics
	Orange Lidded Sharps Container - Non Hazardous			18 01 01 18 02 01	Needles or sharps not contaminated or considered to be infectious		
Yellow Lidded Sharps Containers							
	Yellow Lidded Sharps Container - Hazardous	Sharps medicinally contaminated	Rigid yellow lidded container	0.6L = 0.5kg 1L = 0.5kg 2L = 1kg 3L = 1.5kg 4L = 2kg 5L = 2kg 7L = 2kg 13L = 3kg 24L = 4kg 25L = 5kg 30L = 6kg	18 01 03 / 18 01 09 18 02 01 / 18 02 08	Infectious medicinally contaminated sharps (e.g. vaccinations)	<ul style="list-style-type: none"> Dentists GPs Medical centres Hospitals Care homes Veterinary Labs Pharmacies Clinics
	Yellow Lidded Sharps Container - Non Hazardous			18 01 01 / 18 01 09 18 02 01 / 18 02 08	Non-infectious medicinally contaminated sharps (e.g. vaccinations to healthy population)		
Cytotoxic Waste							
	Purple Lidded Sharps Container	Sharps contaminated with cytotoxic and cytostatic medicines	Rigid purple lidded container	1L = 5kg 3L = 1.5kg 4L = 2kg 13L = 3kg 24L = 4kg	18 01 03 / 18 01 08 18 02 02 / 18 02 07	Cytotoxic/cytostatic pharmaceutical and sharps waste (e.g. chemotherapy drugs, steroids, HRT, contraceptives, immunosuppressants, Botox)	<ul style="list-style-type: none"> Dentists GPs Medical centres Hospitals Care homes Veterinary Labs Pharmacies Clinics Aesthetics/beauticians administering Botox
	Purple Bag	Other infectious waste contaminated with cytotoxic and cytostatic medicines	Rigid purple lidded container	3kg			
	Eco Loc - Purple Lid	Other infectious waste contaminated with cytotoxic and cytostatic medicines	Rigid purple lidded container	50L = 9kg 60L = 9kg			
Pharmaceutical Waste							
	Non hazardous pharmaceutical blue lidded containers	Other Medicines in original packaging	Rigid blue lidded container	7L = 4kg 13L = 4kg 30L = 10kg 50L = 12kg	18 01 09 18 02 08	Non hazardous pharmaceuticals - e.g. patient returns, over the counter out of date pharmaceuticals, denatured controlled drugs kits.	<ul style="list-style-type: none"> Dentists GPs Medical centres Hospitals Care homes Veterinary Labs Pharmacies Clinics
	Box containing blue liner	Other Medicines in original packaging		12L = 3kg 25L = 8kg 50L = 12kg			

Product Images	Product Description	Audit Form Fields					Sectors
		Waste Type	Receptacle	Average Weight	EWC Code	Description Examples	
Dental Waste							
	Lead Foil Container non-haz	Lead Foils	White rigid container	1.5L = 2kg	18 01 04	Foils from X-rays	• Dentists
	Fixer & Developer Container	X Ray Fixer	Sift proof sealed container	10kg 20kg	20 01 17	X-ray fixer liquid	• Dentists
		X Ray Developer	Sift proof sealed container	10kg 20kg	20 01 17	X-ray developer liquid	
	Amalgam Waste Container	Dental Amalgam	Amalgam Waste	600ml = 0.5kg	18 01 01	Waste / excess amalgam	• Dentists
			Amalgam Capsule	1.8L = 0.5kg 6L = 2kg		Capsules containing amalgam residue	
			Amalgam Sludge	6L = 4kg		Amalgam sludge	
			Tooth Box	600ml = 0.5kg		Extracted teeth containing amalgam	
	Amalgam separator cup	Dental Amalgam	White rigid container	Small = 1kg	18 01 10	Amalgam waste from a separator machine	• Dentists
			White rigid container	Medium = 1kg			
			White rigid container	Large = 2Kg			
	Gypsum Container	Gypsum	White rigid container	25L = 10kg	18 01 04	Gypsum waste e.g. dental study models and 3D moulds	• Dentists
	Precious Waste	Precious waste	White rigid container	300ml = 1kg	18 01 04	Crowns and bridges	• Dentists

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What happens after I've submitted the audit form?

Once you've clicked 'Submit Audit', your audit will be sent to our pre-acceptance audit team for review. Your audit will be reviewed against your **phs** contractual services and the [HTM07-01](#) guidance.

When your audit is accepted, you will receive a notification email, and a copy of your completed audit form can be accessed and downloaded in the My Documents section of the [Myphs portal](#).

If there are any issues or further questions on your audit, we'll get in contact via email with guidance on what you need to do and what help is available. Once you've reviewed and updated your audit on **Myphs**, you simply resubmit for further review.





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