



## Audit Submission Checklist (External Auditor)

Ensure that you have completed the audit in its entirety. That includes:

- All signatures (excluding CAO on the summary sheet)
- All boxes filled in accurately and completely
- Executive summary (summary must list strengths, areas for improvement and recommendations)
- Completed interview selection form
- Minutes from pre-audit and close out meeting (If the close out meeting hasn't occurred yet, just the pre-audit minutes are required)
- Documentation, observation and interview notes/justification
- Completed list of all active worksites
- Justification has been given for each question and comments are written for each element
- The required numbers of interviews were completed