

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)
- ☐ Organizational Chart
- ☐ 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 number of interviews was completed