AUDIT SUBMISSION CHECKLIST

Ensure that you have completed the audit in its entirety prior to its submission and included the required files within the submission. Please use the below checklist to ensure that you do not miss any requirements.

☐ All signatures completed where indicated as required

☐ All boxes filled in accurately and completely

☐ Executive summary completed(summary must list strengths, areas for improvement and recommendations)

☐ Organizational Chart

☐ Completed Interview Selection Sheet

☐ Completed Observation Selection Sheet

☐ Minutes from pre-audit meeting

☐ Minutes from the close out (post-audit) meeting (If the close out meeting hasn't occurred yet, submit minutes separately once completed)

☐ Documentation, observation and interview notes/justification

☐ Completed list of all active worksites (Facility Matrix)

☐ Justification has been given for each question and comments are written for each element where necessary

☐ The required number of interviews was completed

☐ AuditSoft Certificate (only applicable if first time using AuditSoft tool. See "Instructions" tab on tool.)

☐ Audit in .asa format (AuditSoft)

☐ Audit in .pdf format

BC MUNICIPAL SAFETY Association