

Auditors must notify AgSafe of their intent to conduct an audit, by submitting the Notice of Audit Activities form two weeks prior to starting the audit. The auditor must NOT proceed with the audit without receiving plan approval from AgSafe.

Type of Audit			
<input type="checkbox"/> Certification <input type="checkbox"/> Maintenance <input type="checkbox"/> Re-certification	Internal Audit	<input type="checkbox"/> Certification <input type="checkbox"/> Maintenance <input type="checkbox"/> Re-certification	External Audit
		<input type="checkbox"/> Student Audit	Base Line Audit WIVA
Scope: <i>Indicate if the audit will be representative of the entire operation. Provide details.</i>			
Dates: Estimated Audit <u>Start Date:</u> (1st day of on-site activity) Estimated Audit <u>Completion Date:</u> (last day of on-site activity) <i>(Note that audit on-site activity must be completed within 45 days)</i>			
Estimated Date Report Completed:			

Company Information			
Employer size:	<input type="checkbox"/> Large (20 or more workers)		Small (19 or less workers)
Legal/Trade Name:			
Address:			
	City:	British Columbia	Postal Code:
WorkSafeBC Account Number(s):			
WorkSafeBC Classification Unit(s):			
Contact Name:			
Phone Number:			
E-mail Address:			

Auditor Information	
Name:	
Company Name:	
Phone Number:	
Email Address:	

Audit Information							
<p>Worksites:</p> <p>If applicable, list each worksite within the scope of the audit. Indicate the sites visited and the rationale for the sites chosen. (Attach another page if necessary.)</p>							
<table border="1" style="width: 100%;"> <thead> <tr> <th>Worksites within Scope of Audit</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	Worksites within Scope of Audit						
Worksites within Scope of Audit							

Interview Information	
How many employees are in the organization?	
How many departments / areas are in the organization?	
How many interviews will be conducted?	

**** Attach an organizational chart or description of the organizational structure with this form ****

<p>This document must be submitted at least 2 weeks before the start of any internal audit.</p>	
<p>Submit by mail:</p> <p>Suite 311, 9440 – 202 Street Langley, BC V1M 4A6</p>	<p>Submit by email:</p> <p>cor@agsafebc.ca</p>