**Audit Checklist**

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| **Preparing for the Audit** |  |
| **Audit Scope** |  |
| Compile and record employer information (WCB industry code, account no.) |  |
| Record auditor information |  |
| Determine employer organizational structure |  |
| Determine documentation, audit interview and worksite sampling strategy and size |  |
| Advise AgSafe of audit initiation through the Notice of Activities Form |  |
| **Audit Activities** |  |
| Request specific documentation and records required to be available for audit including past audits |  |
| Conduct pre-audit meeting with employer |  |

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| **Collecting Audit Data** |  |
| **Documentation** |  |
| Access employer’s safety program documentation and records |  |
| Review documentation and records |  |
| Record documentation findings |  |
| Make comments |  |
| **Interviews** |  |
| Establish formal interview plan |  |
| Conduct formal interviews |  |
| Record interview findings |  |
| Make comments |  |
| **Score the Audit /Process Audit Data/Complete Element Summary** |  |
| Consolidate and verify audit data in the Excel Audit Tool |  |
| Develop audit recommendations in the Excel Audit Tool |  |
| Complete Element Summaries in the Executive Summary Report |  |

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| **Reporting Results** |  |
| **Audit report/Communicate the Results** |  |
| Complete Executive Summary |  |
| Complete post-audit debriefing with employer |  |
| Complete Audit Action Plan |  |
| Complete audit submission checklist  Audit Report  Organizational Chart  Audit Tool  \*Action Plan  Any Program Updates |  |
| Submit audit package to AgSafe \*action plan may be submitted after QA process |  |

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| **Managing the Audit** |  |
| Follow audit protocol and standards |  |
| Comply with auditor Code of Ethics |  |
| Maintain auditor certification |  |

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| Name of Auditor |  | Signature of Auditor |