



AUDIT REMINDERS 2024



TIMELINES

DATA GATHERING

- Maximum 45 days
- **Start date:** Pre-Audit Meeting (or when you start to review docs, whichever is sooner)
- Documentation Review
- Interviews
- Observation Tour
- **End Date:** Post-Audit Meeting

Report Writing

- Maximum 21 Days

Revisions

- Maximum 15 days per QA review up to maximum of 90 days

AUDITING

Remember your end-reader! Some organization leaders will only read the Executive Summary which does not include the question guidelines, so make sure the end-reader can understand what they read, which employees you interviewed, and what you observed. These tabs include the:

- question
- score
- justification notes
- Key Strength/ Key SFI

Note: **DOES NOT** include the guidelines.

Make sure the reader can understand what they read, who you interviewed and what you observed.

Documentation Questions

- What did you review?
- All criteria met? Quantification?
- How many criteria did you review? (if relevant)
- Specific examples from the document (what was there and what was missing)

Interview Questions

- Employees = all cohort levels (workers, supervisors, managers, senior managers)
- Who did you interview? Quantification?
If under 90% cohort breakdown required
 - If not asked of all employees remember to state who you interviewed
- Examples of what they said positive and negative

Observation Questions

- What did you see?
- Quantification?
- Examples both positive and negative

KEY Strengths

- Minimum 1 per element
- Formula =
 - Strength
 - Benefit to the OHSMS

KEY SFI's

- Minimum 1 per element or anything under 80%
- Formula =
 - Deficiency
 - Suggestion
 - Benefit to the OHSMS

AUDIT PACKAGE FOR SUBMISSION

Submitted in AuditSoft

Under Appendicies

- ✓ 1. Pre-Audit Letter (sent in advance to the employer).
- ✓ 2. Pre-Audit meeting minutes.
This should include:
 - a. Date
 - b. Start and end time
 - c. Who was in attendance
 - d. What was discussed
- ✓ 3. Post-Audit meeting minutes.
This should include:
 - a. Date
 - b. Start and end time
 - c. Who was in attendance
 - d. What was discussed
- ✓ 4. Organizational Chart
- ✓ Your audit is completed once each section has a green checkmark next to it

