



# AUDIT REMINDERS 2025



## 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, scores or justification notes, so make sure the end-reader can understand your rationale for scoring how you did, what documentation you reviewed, which employees you interviewed, and what you observed.

The Executive Summary should include a summary of findings, a list of key strengths, a list of key SFIs, and a congratulations to the organization (or next steps if not successful).

### Documentation Questions

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

### Interview Questions

- If not asked of all employees, state who you interviewed
- Examples of what they said, positive and negative
- Auditor should assess on a case-by-case basis if an added cohort breakdown brings value to the employer to support specific SFIs and if so, include a cohort breakdown of the positive response rate

### 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

- 1 SFI for any element scoring less than 100%, or an SFI for any audit question under 80%
- Formula =
  - Deficiency
  - Actionable Recommendation (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

