

Register Your Audit!

- To receive the most up-to-date Audit Workbook register your audit on the [AMHSA website](http://amhsa.net).

Sampling Approval

- Email audits@amhsa.net for pre-approval of site and interview sampling.

Writing Your Audit Report

Writing Documentation Notes

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

Writing Interview Notes

- Employees = all cohort levels (workers, supervisors, managers, senior managers)
- Who did you interview?
 - Remember the end reader does not see the guidelines and who you interviewed.
- Details/examples

Writing Observation Notes

- What did you see?
- Quantification (if relevant)
- Details/examples

Writing Strengths

- Minimum 1 KEY Strength per element.
- Key strengths pull through to the Exec Summary tab.
- Formula
 - Strength
 - Benefit to the OHSMS

Writing SFI's

- Minimum 1 KEY SFI per element.
- Key SFI's pull through to the Exec Summary tab.
- Anything under 80% must have an SFI written but you do not need to mark all as key.
- Formula
 - Suggestion
 - Benefit to the OHSMS

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

Remember the end reader. The Audit Report and Executive Summary tabs are PDF'd and given to the employer. It includes the question, score, justification note, Strength/SFI. It DOES NOT include the guidelines.

Prior to submission - review all tabs and ensure no error or warning messages.

Questions?

audits@amhsa.net | 1-800-267-9764

Audit Timelines

Data Gathering - Maximum 45 days

- **Start date:** When you start data gathering (DIO)
- Documentation Review
- Interviews
- Observation Tour
- **End Date:** When you end data gathering and hold Post-Audit Meeting

Report Writing - Maximum 21 Days

Revisions - 15 days

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

Audit Package Submission

E-mailed to audits@amhsa.net and must include:

1. Organizational Chart
2. Completed Audit Tool (Excel or AuditSoft)

Qualification Audit Package Submission

E-mailed to audits@amhsa.net and must also include:

1. Pre-Audit Letter & requested documentation list
2. Pre-Audit meeting minutes. This should include:
 - Date, Start and end time
 - Who was in attendance
 - What was discussed
3. Post-Audit meeting minutes. This should include:
 - Date, Start and end time
 - Who was in attendance
 - What was discussed
4. DIO notes if recorded outside of excel file.

Finalized Audits

- The auditor receives an email from the QA reviewer letting them know the audit is finalized.
- The auditor must PDF the Audit Report and Executive Summary tabs of the excel audit.
- The auditor provides the Audit Report and Executive Summary PDF's to the municipality.
 - The auditor **must not** provide the full audit workbook to the municipality.

Major Deadlines

Request a Maintenance Action Plan in lieu of an audit

- **June 30** - Contact AMHSA to request the use of an Maintenance Action Plan in lieu of an internal audit.
- **November 30** - Submit all action plan deliverables to audits@amhsa.net.

Request a Peer Audit

- **June 1** - Contact AMHSA no later than June 1 to request an external peer audit.

Audit Submissions

- **December 1** - All audits must be submitted to audits@amhsa.net to be processed for that year.

Qualification Audit Submission

- Due within **6 months** of completing Health and Safety Auditor Training.
 - AMHSA recommends within 3 months.

Qualification/Maintenance Audit Submission

- Due within **6 months** of completing Health and Safety Auditor Training or December 1, whichever is sooner.

Questions?

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