

Register Your Audit!

- To receive the most up-to-date Audit Workbook register your audit on the [AMHSA website](#).

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

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

Writing Strengths

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

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.

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

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?

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