## Steps for Completing the on-Site Audit (45 days)

1. **Pre-Audit Meeting**
	* This is to give a brief overview of the audit process. Attendees should include appropriate senior management and labour representatives. Ensure that the whole site is made aware that the audit is going to take place.
	* **Optional - Use the Pre-Audit Meeting Agenda.**
2. **Familiarization Tour**
	* This is a short tour of the facilities included in the scope of audit. Someone knowledgeable with the whole operation should lead the auditor on this tour.
3. **Review Documentation**
	* This is a review of the applicable health and safety documentation. Use the findings from the documentation review to score the appropriate audit questions.
4. **Interviews**
	* Conduct the interviews that have been pre-arranged***.*** Comment and score the appropriate audit questions.
5. **Site Observation Tour**
	* This is for verifying audit questions where the validation technique is listed as “Observation.” The Audit Observation Tour form provides a format for visually verifying findings from your documentation review and interview results. Use the findings from the observation tour to score the appropriate audit questions.
6. **Organize your Findings**
	* Create a summary of your overall findings for the Post-Audit Meeting
7. **Post-Audit Meeting**
	* The same people who attended the pre-audit meeting should be present. You will be reviewing the audit process, presenting strengths and recommendations, and answering any questions. **An audit score should not be shared at the meeting.** You can inform attendees that a final report, once approved through the Quality Assurance process, will be forwarded to the employer in a reasonable amount of time.
	* **Optional - Use the Post-Audit Meeting Agenda.**

## Writing the Report (21 days)

1. **Final Report**
	* Once you have left the site you will prepare a final report that the organization can use for improving its health and safety system by completing the Audit workbook. The Audit Report presents a full report of questions, scores, justification information and strengths and weaknesses. The Executive Summary presents a summary of all the audit findings.
	* **The full and completed audit workbook must be submitted to AMHSA within 21 days of the completion of data gathering activities or November 30, whichever is sooner.**