

Appendix G: Audit Pre-Submission Checklist

- Notice of Audit Activities form is completed and submitted to go2 at least 2 weeks prior to beginning of on-site activities of audit
- Background information form is completed in full
- Information on audit scope for people and sites, including explanation
- Organizational Chart (up to date)
- Completed Pre-Audit Meeting Form and Notes
- Completed Safety Management Systems Audit Tool 1C
- Completed Stay at Work/Return to Work Audit Tool 1A (optional)
- Close Out Meeting Notes
- Corrective Action Plan
- Scoring Summary Document
- Executive Summary