INSITE COMPLIANCE

AUDIT AGENDA

Company Name:	Date(s) on site:
Address:	Audit Standard:
	Audit Team: 1 Lead Auditor (2 days)

Date	Time	Auditor	Process, Department or Function	Interviewee(s)	Records
Day 1	09.00	1	Opening meeting: Introductions Audit scope explanation Facility to provide list of permanent, temporary, and agency workers, containing department's name, positions/titles, shift reference, date of hire, and date of birth. Sample selection for payroll review and employee interview process.	Plant Manager, HR Manager, Payroll Manager, and the Environmental Safety and Health Manager	Opening meeting sign-in sheet Permanent, temporary, and agency workers lists. Emergency evacuation site map (s). **Agency workers are part of the audit scope.* Agencies should be prepared to provide documentation for any employees selected for interview and personnel records review i.e. copy of I-9 Forms (in the USA), and timecards / payroll records, and proof of H&S trainings should be available for review.
Day 1	09:30	1	Facility Tour *Identification of additional employees for interviews	Environmental, Safety and Health Compliance Manager	
Day 1	11:00	1	Begin with employees' interview process. 5-15 minutes per interviews Corroborate facility policies and procedures are in effect; verify wage/labor standards		*Random sample to be selected during opening meeting. Private setting for employees' interviews is required.
Day 1	01:00	1	Lunch		
Day 1	01.30	1	Employee interview process continues.		
Day 1	02:00	1	Employee interview process continues.		

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Date	Time	Auditor	Process, Department or Function	Interviewee(s)	Records
Day 1	04:00	1	Review of HR documentation.		Personnel files (from sample) Evidence of tax payment documentation. Proof of liability insurance. Review of employee handbook and benefits package for both permanent and temporary employees. Copy of temp agency agreement with facility for review. Copy of CBA (if applicable) for review.
Day 1	04:50	1	Interview with Plant Manager to review the work completed.	Plant Manager	
Day 1	05:00	1	Ends first working day.		
Day 2	09.00	1	Cont. review of HR and payroll documentation.	Payroll Manager – HR Manager	12 months of payroll records and time records should be available for review
Day 2	11:30	1	Environmental, Health &Safety procedures documents review.	EHS Compliance Manager.	Writen EHS programs, evidence of training records, applicable permits, and certifications.
Day 2	1:00	1	Lunch		
Day 2	1:30	1	Environmental, Health &Safety procedures documents review.		Writen EHS programs, evidence of training records, applicable permits and certifications.
Day 2	03:30	1	Input of Information on Report and CAP	Auditor – private setting.	Printing CAP
Day 2	04:30	1	Closing meeting	Plant Manager, HR Manager, and the Environmental Safety and Health Manager	

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Notes for audit site:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- Insite auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- Employees interviews should take place in a private setting.
- A private place for preparation, review, and conferencing is requested for the auditor's use.