

AASP COR audit checklist

DOCUMENTATION + OBSERVATIONS

Gather policies AND completed records showing your program is in use. Records should match your set schedules, with dates/signatures where required. Confirm the audit record period before booking; include the previous 12 months where applicable.

Documentation to gather

- ☐ Signed health and safety policy and written responsibilities
- ☐ Safety manual, forms and defined frequencies
- ☐ Management participation in safety meeting minutes
- ☐ Org chart, job/task list; formal assessments with risk ratings and controls
- ☐ Field-level process/records: before work, changes, hazards and controls
- ☐ Formal review process; proof that administrative controls are in use
- ☐ Maintenance schedules and completed records
- ☐ Violence and harassment plan and review records
- ☐ Committee/rep duties, training, minutes, inspection reviews and concern closeout
- ☐ Qualification checks and employee orientations
- ☐ Training matrix, job training, practical checks and refreshers
- ☐ Competency assessment process
- ☐ Training for managers, assessment leads, inspectors and investigators

Documentation to gather

- ☐ Public protection; visitor/contractor orientations, selection and monitoring
- ☐ Office/shop/site inspection schedules and reports
- ☐ Site emergency plans/maps, annual drills and corrections
- ☐ First aid certificates and site/shift coverage
- ☐ Incident/near-miss, illness and work-refusal reporting; investigations and action closeout
- ☐ Annual safety statistics / trend review
- ☐ Annual evaluation, prior audit plan and closeout

Worksite observations

- ☐ Safety policy and current legislation accessible
- ☐ Engineering controls installed and in use
- ☐ Required PPE and safe work controls being used
- ☐ Committee / representative contacts available
- ☐ Inspection deficiencies physically corrected
- ☐ Required first aid supplies, equipment and facilities
- ☐ Investigation corrective actions implemented

Need help getting audit-ready?

Get support with your safety program and audit preparation.



Email the 100% Team

Arrange access to active worksites and a company escort. Check conditions during normal work activities.

Based on the supplied Partnerships Audit Instrument, February 2025 file. Quick preparation guide; confirm applicable requirements with your auditor. Not the official audit tool.