

AASP SECOR audit checklist

DOCUMENTATION ONLY

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.

Policies & assessments

- ☐ Signed and dated health and safety policy
- ☐ Written health and safety responsibilities
- ☐ Safety manual, forms and defined frequencies
- ☐ Org chart, job/task list; formal assessments with risk ratings and controls
- ☐ Field-level assessments with hazards and controls
- ☐ Violence / harassment plan and review process
- ☐ Formal assessment reviews and worker sign-offs
- ☐ Emergency response plans and contact numbers

People & training

- ☐ Signed employee orientations
- ☐ Safety meeting / toolbox talk records
- ☐ Training matrix, job training and certificates
- ☐ Practical demonstrations and competency checks
- ☐ Refresher training schedule and records
- ☐ Emergency response training and first aid records

Completed records

- ☐ Formal workplace inspection reports
- ☐ Maintenance schedules and records: vehicles, equipment, tools and facilities
- ☐ Corrective action log, owners, dates and closeout
- ☐ Hazard reports and the hazard-reporting process
- ☐ Incident / near-miss reports and investigations, where applicable
- ☐ Annual emergency drill records and follow-up
- ☐ Visitor / contractor orientation records, where applicable
- ☐ Public protection, contractor selection/monitoring and hazard communication processes
- ☐ Safety rep: duties, training, activities, concerns and contacts (where required)
- ☐ Previous audit action plan and completion evidence

Before you submit

- ☐ Company profile and employee breakdown
- ☐ Completed audit information and assessor forms
- ☐ Copies organized by audit question
- ☐ Written explanations for permitted N/A items

Need help getting audit-ready?

Get support with your safety program and audit preparation.



Email the 100% Team

Owner/operators and smaller employers may qualify for specific exceptions. Use the audit tool to confirm what applies.

Based on the AASP SECOR instrument, updated March 13, 2025. Quick preparation guide; confirm applicable requirements with your auditor. Not the official audit tool.