

ACSA 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
- ☐ Public protection; visitor/contractor orientations, selection and monitoring
- ☐ Committee/rep duties, training, minutes, inspection reviews and concern closeout
- ☐ Employee orientations and qualification records
- ☐ Training matrix, job training and refresher records
- ☐ Competency process and completed assessments
- ☐ Two-way safety communication schedule and records
- ☐ Training for assessment leads, inspectors and investigators
- ☐ Org chart, job/task list; formal assessments with risk ratings and controls
- ☐ Formal assessment review process and dated reviews
- ☐ Field-level process/records: before work, worker participation and controls
- ☐ Evidence that administrative controls are in use

Documentation to gather

- ☐ Violence / harassment plans and review records
- ☐ Inspection schedules, reports and corrective actions
- ☐ Maintenance inventory, pre-use checks and required inspection/service records
- ☐ Site emergency plans/maps, annual tests and corrections
- ☐ First aid certificates and coverage records
- ☐ Incident/near-miss, illness and refusal reporting; investigations and action closeout
- ☐ Annual statistics/evaluation; prior audit plan and completion evidence

Worksite observations

- ☐ Legislation and safety information accessible
- ☐ External-party safety information accessible
- ☐ Committee / representative contacts available
- ☐ Engineering controls and required PPE in use
- ☐ Equipment listed in maintenance program
- ☐ Emergency plans reflect actual site hazards
- ☐ Required first aid equipment/supplies available
- ☐ Inspection and investigation corrections in place

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 ACSA 2023 COR Audit Instrument, Revision 1.4. Quick preparation guide; confirm applicable requirements with your auditor. Not the official audit tool.