



## Home Office Audit Preparation

You will receive a CCS Certification Home Office Audit (HOA) Score Sheet which will indicate which sections you will be scored on and thus, which documents you need to pull together ahead of time to be prepared for the audit. Collecting the material together and having at hand during the audit will allow the audit to go more smoothly and quickly. **(Note: If your HOA is being conducted as an E-Audit (via Go to Meeting), please have documents scanned as PDF files ahead of time unless it is already saved electronically in another format that can be a shared document through electronic audit.)**

Below is a breakdown of the score sheet verification items to give you a better idea of how many samples/items should be pulled for some of the different criteria. The score sheet already explains what documentation to pull; however, the information below provides a little more clarification.

**Subcontractor Safety Items:** Please pull a couple different subcontractor examples of items that are applicable. For example, if you use more than one sub then pull examples from at least two different subs.

**Toolbox Talks:** Please pull six consecutive toolbox talks which should show multiple employees attendances (whether for sub criteria or your company's criteria).

**Self Inspections:** Please pull six random inspections that are within the last 12 months. Inspections should be from different projects. (If you conduct weekly inspections, please pull six consecutive inspections from at least three different jobs.)

**Database Items:** If your company states they enter incidents, inspections, etc. into a database (spreadsheet, Access, or your own program), then please be prepared to provide proof. Please plan on pulling up database during audit to prove existence or at the minimum, print off report from database.

**Training:** Need to verify through sign-in sheets. Some training on the score sheet can also be verified through a toolbox talk (i.e. ladder training);

however, if the score sheet item says Certified Training then a toolbox talk cannot be used to verify training.

**Substance Abuse Program:** Need to verify that employees are pulled for drug testing. This can be done through spreadsheet kept of results, copies of drug cards, emails indicating who was pulled for random tests, etc.

**New Hire Orientation:** Sign in sheets or Acknowledgment of Receipt of Safety Handbook can be used to verify NHO.

If you have any questions about a criteria item that you need to pull, please feel free to contact your assigned reviewer.