**Lead Auditor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Interview Sampling Details – Lead Auditor** | | | | | | | | | | | |
| **Levels** | **Total # of Employees** | **# of Employees to be Interviewed** |  | **Departments/Shifts**  **List departments,**  **(for example, office/shop/field)** | **# OF STAFF** | **Total Employees** | | | **# to be Interviewed** | | |
| **Full-Time** | **Part-Time** | **Casual** | **Full-Time** | **Part-Time** | **Casual** |
| Senior Managers |  |  |  |  |  |  |  |  |  |  |
| Managers |  |  |  |  |  |  |  |  |  |  |
| Supervisors |  |  |  |  |  |  |  |  |  |  |
| Workers |  |  |  |  |  |  |  |  |  |  |
| \*Multi-Role |  |  |  |  |  |  |  |  |  |  |
| **Total Employees** |  |  |  |  |  |  |  |  |  |  |
| Office Contractors |  |  |  |  |  |  |  |  |  |  |
| Field Contractors |  |  |  |  |  |  |  |  |  |  |
| Visitors |  |  |  |  |  |  |  |  |  |  |

\*For companies who do not have a designated “Supervisor Position” Managers or Lead Workers overseeing the work of others should be captured under the Multi-Role to ensure the Supervisory specific questions are answered in the Audit.

**Other Auditor Plan** (Make copies of this page as needed and include it in the application submission)

**Team Auditor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Interview Sampling Details –Team Auditor** | | | | | | | | | | | |
| **Levels** | **Total # of Employees** | **# of Employees to be Interviewed** |  | **Departments/Shifts**  **List departments,**  **(for example, office/shop/field)** | **# OF STAFF** | **Total Employees** | | | **# to be Interviewed** | | |
| **Full-Time** | **Part-Time** | **Casual** | **Full-Time** | **Part-Time** | **Casual** |
| Senior Managers |  |  |  |  |  |  |  |  |  |  |
| Managers |  |  |  |  |  |  |  |  |  |  |
| Supervisors |  |  |  |  |  |  |  |  |  |  |
| Workers |  |  |  |  |  |  |  |  |  |  |
| \*Multi-Role |  |  |  |  |  |  |  |  |  |  |
| **Total Employees** |  |  |  |  |  |  |  |  |  |  |
| Office Contractors |  |  |  |  |  |  |  |  |  |  |
| Field Contractors |  |  |  |  |  |  |  |  |  |  |
| Visitors |  |  |  |  |  |  |  |  |  |  |

\*For team audit include a page for each member of the team.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Sites Under**  **Industry**  **being audited** | **Type of work in action**  **(tasks, equipment, etc.)** | **Visited or not?** | | **Estimated Number of Employees** | **Intended Interviews** | **Auditor Name**  *(Team Audit only)* |
| **Fixed** | **Field** |
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**Note:** The number of employees in the Worksite Sampling Chart should match the numbers listed on the Interview Sampling Chart above.

**Please remember;** the head office must be included in every audit every year.