



Notice of Audit

Company Information

Legal Name of Company (as registered with WorkSafeBC)		Company Trade Name or Operating Name	
WorkSafeBC (WSBC) Account #		Classification Unit Number(s)	
First & Last Name of Company Contact		Title	
Company Address		City/Town	
Province	Postal Code	Email Address	
Company Phone Number		Company Fax Number	
Number of FTEs (full-time equivalent employees - calculated by dividing the total annual payroll hours by 2080)	Total Planned Number of Interviews (see note below)	Number of Operating Locations (as reported to WorkSafeBC)	Number of Operating Locations Included in Audit Scope(see note below)

Audit Information

<input type="checkbox"/> Certification	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Re-certification	<input type="checkbox"/> Student
Audit Start Date:	Audit Completion Date (last day of on-site activities):	Estimated Report Submission Date:	

All audit activities must be completed within 45 days from beginning to end. The final report must be submitted no later than 45 days following the last day of on-site activities.

Auditor Information

Auditor Name	BCMEA Auditor Certification #
<input type="checkbox"/> External Auditor	<input type="checkbox"/> Internal Auditor
Phone number	Email Address

Interviews Note: Please attach a separate sheet with a breakdown of ALL employees: Manager, Supervisor, Worker, type of job for each and how many and further breakdown with a sample size for the planned audit.

Operating Locations Note: Please attach a separate sheet with a breakdown of ALL operating locations and indicate which of those will be included in the planned audit scope.

This document must be submitted to BCMEA Safety Systems Manager at least 3 weeks before the start of any external or internal audit via e-mail: cor@bcmea.com or fax: 1-604-602-9859

BCMEA approval must be granted prior to the commencement of the audit and reapproved should anything change.