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| **Company Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

**If multiple companies are being audited, additional Company information forms are at the end of this document**

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| **Company Contact Information** |
| **Name** |  | **Title** |  |
| **Phone** |  | **Email** |  |

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| --- |
| **Auditor Information** |
| **Auditor Type** | **Internal Auditor** |  | **Student Auditor** |  | **External Auditor** |  |
| **Auditor Name** |  | **Auditor Number** |  |
| **Auditor E-Mail** |  | **Auditor Phone** |  |

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| --- |
| **Audit Type** |
| **Certification** |  | **Recertification** |  | **Maintenance 1** |  |
| **Maintenance 2** |  | **WIVA** |  | **Student Evaluation (Gap)** |  |

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| **Audit Timeline** |
| **Anticipated Start Date** |  | **Anticipated End Date** |  |
| **Anticipated Report Submission Date** |  |

**Audit Locations Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Locations | Last Audited | Total Workers at site | Workers by Category | Interviews by Category |
| **Last Year** | **2 Years Ago** | **3 Years Ago** | **Never (New Site)** | **Managers** | **Supervisor** | **Workers** | **Managers** | **Supervisor** | **Workers** |
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**If you are experiencing difficulties, please contact**

SAFETYDRIVEN-TRUCKING SAFETY COUNCIL OF BC

210-20111 93A Avenue, Langley, BC V1M 4A9 Tel: 604.888.2242

Fax: 604.888.2243

COR@safetydriven.ca

## Interview Sampling Table

The employee count is equal to the total number of personnel in the company, including owners, management, supervisors, field personnel, office personnel, shop personnel and the total staff of dependent contractors/owner operators. This applies whether they are permanent or temporary and counts each unique person rather than as full time equivalents. Two people each working half time count as 2 (not 1) employee.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee count** | **Minimum number of interviews** | **Employee count** | **Minimum number of interviews** | **Employee count** | **Minimum number of interviews** |
| 1 to 4 | All | 300-302 | 38 | 596-605 | 70 |
| 5 | 4 | 303-309 | 39 | 606-615 | 71 |
| 6 - 7 | 5 | 310-312 | 40 | 616-625 | 72 |
| 8 | 6 | 313-315 | 41 | 626-638 | 73 |
| 9 | 7 | 316-320 | 42 | 639-645 | 74 |
| 10-11 | 8 | 321-325 | 43 | 646-655 | 75 |
| 12-14 | 9 | 326-329 | 44 | 656-665 | 76 |
| 15-16 | 10 | 330-332 | 45 | 666-678 | 77 |
| 17-18 | 11 | 333-335 | 46 | 679-689 | 78 |
| 19-20 | 12 | 336-338 | 47 | 690-699 | 79 |
| 21-24 | 13 | 339-341 | 48 | 700-705 | 80 |
| 25-27 | 14 | 342-348 | 49 | 706-719 | 81 |
| 28-30 | 15 | 349-354 | 50 | 720-729 | 82 |
| 31-36 | 16 | 355-359 | 51 | 730-740 | 83 |
| 37-44 | 17 | 360-369 | 52 | 741-749 | 84 |
| 45-49 | 18 | 370-374 | 53 | 750-790 | 85 |
| 50-64 | 19 | 375-379 | 54 | 791-840 | 86 |
| 65-74 | 20 | 380-389 | 55 | 841-959 | 87 |
| 75-88 | 21 | 390-399 | 56 | 960-1000 | 88 |
| 89-99 | 22 | 400-475 | 57 | 1001-1499 | 89 |
| 100-120 | 23 | 476-499 | 58 | 1500-1800 | 90 |
| 121-149 | 24 | 500-510 | 59 | 1801-2500 | 91 |
| 150-199 | 25 | 510-519 | 60 | 2501-4000 | 92 |
| 200-204 | 26 | 520-529 | 61 | 4001-4999 | 93 |
| 205-209 | 27 | 530-539 | 62 | 5000 – 5999 | 94 |
| 210-212 | 28 | 540-549 | 63 | 6000 - 6999 | 95 |
| 213-214 | 29 | 550-560 | 65 | 7000 - 7999 | 96 |
| 215-220 | 30 | 561-570 | 67 | 8000 - 8999 | 97 |
| 221-222 | 31 | 571-580 | 68 | 9000 - 9999 | 98 |
| 223-226 | 32 | 581-595 | 69 | 10,000 - 10,999 | 99 |
| 227-230 | 33 |  |  | 11,000 - 11,999 | 100 |
| 231-233 | 34 |  |  | 12,000 - 12,999 | 101 |
| 234-240 | 35 | Add 1 for each additional interval of up to 1000 workers. E.G. At 13,015 the required interviews would be 102. The executive summary should give details on how the interview pool was selected. |
| 241-249 | 36 |
| 250-299 | 37 |

# Joint Audit - Summary of Additional Accounts

With a Joint Audit you are auditing multiple accounts which operate under a common management system. All sites for all accounts will be listed as locations on the NOA form along with staff levels so that required interviews and site visits can be planned.

This list gives details for each account being audited jointly with the lead company so that certifications can be requested for each account.

|  |
| --- |
| **Company #2 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #3 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #4 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #5 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #6 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #7 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #8 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #9 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| **Company #10 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #11 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #12 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| --- |
| **Company #13 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| **Company #14 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |

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| **Company #15 Information** |
| **WorkSafeBC Account #** |  |
| **Legal Name** **(as registered with WorkSafeBC)** |  |
| **Trade Name/DBA (if used)** |  |
| **Address** |  |
| **City** |  | **Province** |  | **Postal Code** |  |
| **List of all Classification Units in the company** | **List of Classification Units being audited** |
| **CU1** |  | **CU4** |  | **CU1** |  | **CU4** |  |
| **CU2** |  | **CU5** |  | **CU2** |  | **CU5** |  |
| **CU3** |  | **CU6** |  | **CU3** |  | **CU6** |  |