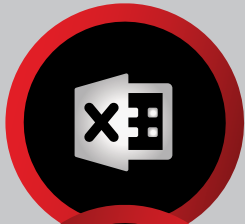


Manage SAFE Work Certified Audits

For Certifying Partners



... **1** Receive completed audit application form (Excel format) via email from employer.



... **2** Email Audit Application and Audit Requisition Form to the selected SAFE Work Certified auditor.



... **3** Receive preliminary audit file from SAFE Work Certified auditor.



... **4** Email Auditor Evaluation link (via Survey Monkey) to employer within **one business day** of receiving preliminary audit file.



... **5** Conduct quality assurance on the audit file.



Email the recommendation package within **five business days** of receiving the preliminary audit file to SAFE Work Manitoba. Package to include:

- ... **6**
- Audit Application Form(Excel Format)
 - Audit Quality Assurance Review Record
 - Final audit file








... **7** Receive approval from SAFE Work Manitoba within **three business days** to provide audit file to employer (subject to receiving the completed Auditor Evaluation via Survey Monkey from the employer).



Manage SAFE Work Certified Audits

For Certifying Partners

-  ... **8** Email a copy of the audit file to employer and SAFE Work Certified auditor.
-  ... **9** Ensure the SAFE Work Certified auditor conducts a close-out meeting with the employer after audit approval is received from SAFE Work Manitoba.
-  ... **10** Receive the signed copy of the Executive Summary Report from the employer via email.
-  ... **11** Receive the SAFE Work Certified certification date from SAFE Work Manitoba within **one business day** of SAFE Work Manitoba receiving the signed copy of the Executive Summary Report from the employer.
-  ... **12** Communicate to the employer their SAFE Work Certified certification date and provide the Action Plan template within **three business days** of receiving their date from SAFE Work Manitoba.
-  ... **13** Provide the employer their SAFE Work Certified Certificate within **thirty business days** of receiving their SAFE Work Certified certification date.
-  ... **14** Receive Action Plan from employer within **ninety days** and review.

