Contractor Audit Preparation Checklist

Before the Audit

Confirm the following before any formal inspection or audit:

☐ Height safety risk assessment completed and available
☐ Scope of work involving work at height clearly defined
☐ Relevant SANS standards identified for installed systems
☐ Site safety file updated and accessible

System Installation & Condition

Verify that all installed systems meet compliance requirements:

☐ Anchor points installed as per approved drawings
☐ Lifelines, ladders, and walkways securely fixed
☐ No visible damage, corrosion, or unauthorised modifications
☐ Anchor identification labels present and legible
☐ System layout matches certification documentation

Testing & Certification

Ensure all testing and certification records are valid:

☐ Anchor pull testing completed where required
☐ Certification reports issued and signed
☐ Test results clearly linked to system identifiers
☐ Certification validity periods not expired
☐ Non-compliances previously identified have been rectified

Documentation & Records

Check that all required documents are available:

☐ Latest inspection and maintenance records
☐ Load test and pull test reports
☐ Applicable SANS and ISO references
☐ Engineer sign-off where required
☐ Digital copies backed up and accessible

Equipment & PPE Compliance

Confirm user equipment compliance:

☐ Fall arrest equipment inspected and within service life
☐ Harnesses, lanyards, and connectors certified
☐ Equipment logs maintained and up to date
☐ Damaged or expired PPE removed from service

Personnel & Training

Verify competence and awareness:

☐ Workers trained for work at height
☐ Toolbox talks conducted and recorded
☐ Rescue procedures documented and understood
☐ Responsible person assigned for system inspections

Final Audit Readiness Check

Before the auditor arrives:

☐ All documentation organised and easy to present
☐ Access provided to installed systems for inspection
☐ Key personnel available on site
☐ Previous audit findings addressed

Notes & Corrective Actions

Use this space to record issues identified during preparation:

Issue identified: _____

Corrective action required: _____

Responsible person: _____

Target completion date: _____