

First Aid Training Agency Internal Audit Form

Agency Name: _____

Agency Owner: _____

Website Address: _____

Primary contact: _____

Phone: _____

Section 1

General Info	Complete	Incomplete	Comments
Organizational chart			
Notarized proof of ownership			
Agency agreement			
Exam materials agreement			
Annual Report Form			
Training Equipment	Complete	Incomplete	Comments
Level 1			
Transport Endorsement			
Level 2			
Level 3			

Course Delivery and Evaluation	Complete	Incomplete	Comments
Policies for:			
Instructor certification			
Instructor conduct			
Competency			
Terms and Conditions			
Remedial Procedures			
Agreement to teach in accordance with terms and conditions			
Prerequisites for initial Instructor certification (Level 1, TE, Level 2, Level 3)			
Training procedures for initial Instructor certification			
Assessment of competency procedures for initial Instructor certification			
Standard of class performance acceptable at examinations			
Policy and procedures for ongoing Instructor monitoring for competency			
Prerequisites for Instructor certification renewal			
Assessment of competency procedures for Instructor certification renewal			
Procedures for Instructor remediation			

Instructor Documentation in File	Complete	Incomplete	Comments
Copy of First Aid certification			
Copy of Instructor certification			
Signed agreement to teach			
Assessment of Competency forms			
Class achievement records			
Evaluator			
Evaluator conduct			
Agreement to evaluate			
Prerequisites for initial Evaluator qualification			
Training procedures for initial Evaluator qualification			
Assessment of competency procedures for initial Evaluator qualification			
Assessment of competency procedures for Evaluator qualification renewal			
Evaluator Documentation in File			
Copy of First Aid certification			
Copy of Instructor certification			
Copy of Evaluator qualification			
Signed agreement to evaluate			
Assessment of competency records			
Records of examination analysis			

Student Administration	Complete	Incomplete	Comments
Student conduct			
Student refund policies			
Certificate of Fitness form (As Required)			
Student feedback form			
Student certification policies & procedures			
Identification Check-off			
Policy and procedure for Absenteeism for first time students (Level 2 and Level 3 only)			
Policy and procedures for oral written examination			
Policy and procedures for examination without course (Level 2 and Level 3)			
Policy and procedures for re- examination (Level 2 and Level 3)			
Policy and procedures for appeals of certification decision			
Policy and procedures for complaints of inappropriate conduct			
Policy and procedures for Level 2 certification for health care workers (if applicable)			
Policy and procedures for Level 2 certification for firefighters (if applicable)			

Level 1 training documentation (to be kept on file for 3 years)

(random class check)

Documents											
Signed application form											
Confirmation of identification											
Record of classroom achievement*											
Written examination sheet											
Record of certificate number issued											
Feedback forms or summary report											

*(student checklist, first aid record)

TE training documentation (to be kept on file for 3 years)

(random class check)

Documents											
Signed application form											
Confirmation of identification											
Documentation L1 certificate											
Record of classroom achievement*											
Written examination sheet											
Record of certificate number issued											
Feedback forms or summary report											

*(student checklist,)

Level 2 and Level 3 training documentation (to be kept on file for 3 years)

(random class check)

Documents											
Signed application form											
Confirmation of identification											
Attendance record											
Record of classroom achievement*											
All examination documents											
Record of certificate number issued											
Feedback forms or summary report											
Exam analysis											

*(student checklist, first aid record, patient assessment forms)

Monitor Class Instruction Level 1 Level 2 Level 3

Monitor Examination – Evaluator

Health & Safety Requirements

Every agency, as consequence of signing the Agency Registration Agreement, must comply with all applicable requirements of the Workers' Compensation Act, the OHSR, Policy, OHS Guidelines, and all WorkSafeBC administrative instructions for WorkSafeBC approved courses. The following list includes some of the sections of the OHSR that may apply to a First Aid Training Agency. This list is not all inclusive as there are other areas of the OHSR and WCB Act that will apply. The following includes sections that require a specific agency policy and procedure be developed but also includes sections for awareness only.

OHSR Part 3 Rights and Responsibilities	Complete	Incomplete	Comments
Occupational Health and Safety Programs OHSR 3.1 to 3.4			
Workplace Inspections OHSR 3.5 & 3.8			
Correction of Unsafe Conditions OHSR 3.9 to 3.11			
Occupational First Aid OHSR 3.14 to 3.21 & Schedule A			
Young and New Workers OHSR 3.22 to 3.25			
OHSR Part 4 General Conditions			
Buildings, Structures and Equipment OHSR 4.1 to 4.3			
Emergency Preparedness and Response OHSR 4.13 to 4.16			
Impairment OHSR 4.19 to 4.20			
Working Alone or in Isolation OHSR 4.20.1 to 4.23			
Workplace Conduct OH&SR 4.24 to 4.26			

Course Delivery and Evaluation	Complete	Incomplete	Comments
Violence in the Workplace OHSR 4.27 to 4.31			
Policy for prevention of violence in the workplace			
Specific procedures to minimize the risk of violence to workers			
Sample violence in the workplace report form			
Work Area Requirements OHSR 4.32 to 4.42			
Storing and Handling Materials OHSR 4.43 to 4.45			
Ergonomics (MSI) Requirements OHSR 4.46 to 4.53			
Work Area Guards and Handrails OHSR 4.54 to 4.62			
Illumination OHSR 4.64 to 4.69			
Indoor Air Quality OHSR 4.70 to 4.80			
Environmental Tobacco Smoke OHSR 4.81 to 4.83			
Occupational Environmental Requirements OHSR 4.84 to 4.85			
Workplace Hazardous Materials Information System (WHMIS) OHSR 5.1 to 5.19			
Oxygen cylinder handling and storage OHSR 5.36 to 5.47			

Course Delivery and Evaluation	Complete	Incomplete	Comments
Bloodborne Pathogen Control Plan OHSR 6.33 to 6.40			
Hepatitis B vaccine documentation			
Disinfection procedures for training equipment*			

*Level 1 training equipment disinfection

*Level 2 & Level 3 training equipment disinfection

*Manikin disassembly and cleaning

*Sanitization of blankets and triangular bandages