



UoA Property Services Covid-19 Facilities Management Contractor Audit



The purpose of the on-site audit is to ascertain that the contractor being audited is working to and maintaining the safe work / contact tracing protocols as set out in their UoA approved Covid-19 SSSP.

UoA Auditor:

Contractor:

Date of Audit:

UoA Site:

Area - Site Records	Yes	No	Comments
1. Does the contractor have a copy of their companies UoA approved Covid-19 SSSP on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. Does the contractor have a Sign in / out Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Does the contractor hold records of Covid-19 SSSP Toolbox Safety Talks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Area - Safe Working Practice	Yes	No	Comments
4. Can the contractor demonstrate safe working practice at this audit in alignment with their Covid-19 SSSP - Social distancing & Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. Can the contractor advise when asked what working scenarios would demonstrate a requirement for PPE in alignment with their Covid 19 SSSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6. Are adequate supplies of PPE held on site and can this be demonstrated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7. Is the contractor aware that they may come across Faculty Sign in / out Requirements during the course of works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Area - Contact Tracing	Yes	No	Comments
8. Can the contractor demonstrate their companies paper and / or electronic contact tracing records for the previous working day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9. Does the contractor understand the requirement for any suspected Covid-19 infection to be reported to the UoA Management ASAP to enable creation of an incident report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
10. What is the contractors Track and Trace Review and Improvement Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>