TWI Company Accreditation Scheme Audit Check List

Company Name		Pre Auditors Name	
		Signature	
Contact Name		Office Auditors Name	
Pre-Audit Date		Signature	
Office Audit Date		Site Auditors Name	
Site Audit Date		Signature	

A Pre-Audit Requirements Check List (this should be issued to TWI prior to the office and site audits commencing)	**Factor documents**	**Pass: Yes/No**	**Comment**
	1. Copy of company letter head showing full details		
	2. Does company have employer's liability insurance		
	3. Does company have public liability insurance		
	4. Does company have an environmental policy or statement		
	5. Copy of relevant method statements		
	6. Copy of relevant H&S risk assessments		
	7. COSHH assessments		
	8. Copy of site recording logs or journals		
	9. List of technicians (include all relevant qualifications)		
	10. List of sites worked on in past 12 months		
	11. List of hired or sub contracted technicians used in the past 12 months		
	12. Management system for above if applicable		
	13. List of technician deployment to sites in past 12 months		
	14. Does company have a health and safety policy or statement		
	15. Company registration number (if applicable)		
	16. VAT Registration number		
	17. Company address		
	18. Approved supplier List		
	TOTAL		
*If any **factor** documents are not available then this is an automatic Non-Compliance*			

		Pre-audit	Office	Site	Comments
	Technicians allocated to site				
	Trainee welding technicians if appropriate				
	Availability and standard of qualifications (cards/certificates)				
	Risk assessments				
	Method statements				
	Availability PPE equipment/management				
	PAT testing management scheme				
	Lifting equipment management				
	Manual handling documentation				
	CE marked materials				
	Lifting equipment certificates				
	Electrical test certificates/tabs				
	Company insurance certificate displayed				
	HSE notice displayed				
	Technician qualifications (certificates available)				
	TOTAL				
Guide	0 = Good 10 = Satisfactory 20 = Poor 30 = Non-extinct				
	If sector C scores are above 60 then this is an automatic Non-Compliance				

		Pre-audit	Office	Site	Comments
	Panel layout plan or site drawing				
	Sub-grade acceptance form				
	Material delivery notes				
	Material delivery log				
	Material conformance sampling				
	Material conformance results				
	Conformity to material specification				
	Material deployment log				
	Welding and weld test log				
	Repair location and test log				
	Destructive sample test results				
	Technicians – relevant qualifications available	/n/a			
	Welding to recognised standard	/n/a			
	General site working to industry standard guidelines	/n/a			
	TOTAL				
Guide	0 = Good 10 = Satisfactory 20 = Poor 30 = Non-extinct				
	If sector D scores are above 60 then this is an automatic Non-Compliance				