



PEI Safety Audit Program Step-By-Step Guide

Thank you for inquiring about the PEI Safety Audit program. The following step-by-step guide summarizes the process by which the audit will be conducted and what you can expect. If you have any questions at all, please contact Chris Bouldin at cbouldin@pei.org or 918.494.9696.

Step One : Audit Request Form

1. You must first download and complete the Audit Request Form located on the right column of the PEI Safety Audit webpage.
2. Upon completion, email your Audit Request Form to Chris Bouldin at cbouldin@pei.org.

Step Two : Determination of Eligibility

1. PEI staff will first review your completed Audit Request Form to confirm your audit eligibility. For example, if you do not have a written safety and health program or are not a Distributor, you are not eligible for the Safety Audit Program. If, for any reason, you are not eligible, PEI staff will contact you to explain why.
2. After confirming your eligibility, audit fee will be paid in full by check or credit card.
3. PEI will forward the Audit Request Form to the assigned auditor.

Step Three: Pre-Audit Questionnaire

1. The auditor will perform a preliminary review of your completed Audit Request Form and contact you to either request additional information or to begin the audit process.
2. Next, you will need to complete and submit a **Pre-Audit Questionnaire**.
3. The auditor will review your completed Pre-Audit Questionnaire and schedule a phone interview within 10 business days to discuss your situation and gather any additional information that would be helpful in the audit process.

Step Four: Audit and Audit Report

1. Following the pre-audit interview, the auditor will conduct a thorough review of your information and prepare a detailed **Audit Report** outlining his findings and specific recommendations for your company.
2. The written Audit Report will be forwarded to you for your review within 10 business days.

Step Five: Post-Audit Discussion

1. After you have reviewed the Audit Report, you will have the opportunity to schedule a phone conversation with the auditor to discuss the results and recommendations, and to ask any follow-up questions you may have.