

QUESTIONNAIRE APPROVAL FORM



Submit to audits@amta.ca for approval, prior to the audit start date.

INTERVIEW PLAN

COMPANY NAME:

AUDITOR:

TOTAL # OF WORKER LEVEL EMPLOYEES

TOTAL # OF WORKER LEVEL INTERVIEWS

TOTAL # OF QUESTIONNAIRE INTERVIEWS

(Maximum of 50% of the worker level interview)

QUESTIONNAIRES MAY BE APPLICABLE FOR USE WITH

- Large organizations where interview numbers are high questionnaire can only be **used in a controlled environment for a maximum of 50% of the worker level interview.**
 - An employer may exceed 50% maximum for questionnaire, please contact AMTA QA department for further instructions.
- Video calls are the preferred interview method in any situation where the individual cannot be physically present with the Auditor. Questionnaires are permitted but **should never be a first choice.**

They cannot be used for managers or supervisory levels.

Rationale must include:

- **Why the use of questionnaire is necessary at the worksite.**

- **Controlled environment. (Monitored by Who, Where & How)**

- **verification that the proposed participants have adequate reading and writing skills.**

AUDITOR ACKNOWLEDGMENT AND INSTRUCTION

- **The auditor should provide the interview plan in the audit notes and indicate it in the interview summary.**
- **Standard questionnaire will follow Appendix F “Partnerships Health and Safety Questionnaire.”**
- **The Questionnaires will be administered in a controlled environment:**

Controlled environment means the auditor must be present, either physically in the room or virtually through a web-based platform (equipped for two-way communication with both camera and microphone turned on) to monitor questionnaire completion and answer questions from participants. This applies to questionnaires completed individually or in group setting.

Auditor Acknowledgment: _____ Date: