

SAFE AUDIT **READINESS** CHECKLIST

Your annual SAFE audit looks back over the previous 12 months. Audits that go smoothly are the ones where records get filed as the work happens, not pulled together in the last few weeks. Tick these off through the year.

Every year An audit is due on your certification anniversary date.	80% to pass 19 of 24 points. Under 70% is returned for full resubmission.	4-6 weeks Typical BCFSC review time after you submit.	Before expiry Recertification audits must be in before your certificate expires, or it lapses.
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KEEP ON FILE

REVIEW YEARLY

- ☐ **Safety policy statement**, signed and current
- ☐ **Progressive discipline and PPE policies** (certification & recertification years)
- ☐ **Emergency response plan** covering fire, injury, fatality and natural disasters
- ☐ **First aid assessment** and where first aid equipment is kept
- ☐ **List of your safe work procedures**, with 2 written up in full (1 for ISEBASE), including lockout if it applies
- ☐ **Contractor selection criteria**, including SAFE certification for forestry contractors
- ☐ **Worker safety representative** named, if you had more than 10 people in the year

EVERY NEW HIRE

DAY ONE

- ☐ **New worker orientation** form completed and signed
- ☐ **Worker assessment** completed
- ☐ Added to your **training list** with tickets and expiry dates

EVERY MONTH

FILE AS YOU GO

- ☐ **Safety or pre-work meeting** documented, for every month you operated
- ☐ **Headcount** recorded for the month (peak and average count toward your size category)
- ☐ **Supervisor journal** entries showing oversight of workers and contractors
- ☐ **Site inspection** completed: field, shop, office or home base
- ☐ **Maintenance records** for pickups and ATVs, heavy equipment, and commercial vehicles (logs or invoices)

WHEN IT HAPPENS

SAME WEEK

- ☐ **Incident investigation** using a recognized technique
- ☐ **Close call / hazard report** filled in
- ☐ **Pre-work or block plan** for each new job, where it applies
- ☐ **Notice of Project** filed if you are the prime contractor

Who signs it: for ISEBASE and SEBASE, the owner or a permanent employee completes the audit after BCFSC training. Fulcrum keeps the file current and builds the package. You review it and sign it off.

Based on the BCFSC SEBASE & ISEBASE Audit Submission (Version 3) and bcforestsafes.org, checked September 2026. Maintenance-year audits may be delayed to June 30 or November 30, whichever comes first. Always confirm the current form and your due date with the BC Forest Safety Council.

BEHIND ON ANY OF THESE?

A free 30-minute review shows you what's missing and what it takes to close it before your audit date.

Chris Adams · Nanaimo, BC

 250-741-4822 · chris@fulcrumsystem.ca
fulcrumsystem.ca