



Submit Your Audit Every Year

By Mike Sexton, SAFE Companies Manager

Every year your annual SAFE Companies audit must be submitted by the anniversary of your Certification Audit and any subsequent Recertification Audit **must be submitted on or before the recertification audit date.**

There is a little flexibility within the two maintenance years, but if your due date is between January 1 - June 30 of a given year, your Maintenance Audit must be received no later than June 30th of that same given year. If your audit due date is between July 1 - December 31, then audit submission can be received up until December 31st for **maintenance years only**. We recommend sticking as close as possible to your audit due date to avoid processing delays.

Over the years, BCFSC has provided all companies with reminder emails of their audit due date well before the due date comes into view. Reminders are sent months in advance with a follow-up a month before the audit due date. Although these are welcome reminders, we recommend setting up your own internal reminder processes and discourage relying on just the BCFSC due date reminders in the event that BCFSC reminders are not received. There are many factors that could hinder the receipt of an audit reminder such as software updates, technology security features, outdated contact information, emails delivered to junk mail folders and more which could affect email reminder delivery. In order to avoid the pressure of scrambling to submit your audit and the anxiety it may cause to be removed from the SAFE list, setting a regular reminder for yourself using a calendar app or the like may help ease the stress.

Audits must be fully completed when they are submitted. Every question must be answered either by submitting documentation to answer the question, answering it directly on the form, or checking the box for Not Applicable (as long as it is truly Not Applicable). Please note: I/SEBASE Question 15 is a Prework or Initial Safety Meeting (whatever term you use). It is required in the audit and legislation and/or regulation. The documentation for this question can come in many forms: emails, text, maps, contracts or full documented Pre-work or Initial Safety Meeting(s).

If you have any questions about your audit, contact SAFE Companies at 1.877.741.1060 or via email at safeco@bcforestsafesafe.org.



BC Forest Safety

Company Submission (Complete all questions on this page)

Check one box in each of the following questions 15-22 on this and next page

15 - Pre-work planning	
<input type="checkbox"/>	Submit one filled-out pre-work or block plan.
----- OR -----	
<input type="checkbox"/>	Submit a blank pre-work if the company usually uses pre-work plans, but did not work during the past 12 months.
----- OR -----	
<input type="checkbox"/>	The company is not directly involved in an activity requiring formal pre-works.