

Internal audit check for AUKAC Centres

To be completed and certified by the head of centre.

Description	Y	N	N/R	In Prog	Comments
Documentation					
H&S Policy					
Equality & Diversity Policy					
Environmental policy					
Accident book / record					
Accident reporting system					
Public Liability Insurance current and displayed					
Employer Liability Insurance current					
Complaints procedures					
Mission Statement (if applicable)					
I.T. Policies (Data, email, web etc)					
Fire Equipment service record					
Television License					
Motor Vehicle Test Certificates & Insurances					
Performing Rights Society Licence (PRS)					
First Aid Certificates recorded					
Food Safety / Hygiene Inspection rating					
Evidence of VAT status					
Customer service charter					
Management & Administration					
Brochure and prices lists available					
Data recording and protection in place					
Operate a signing in / security process					
Centre brochures / advertising materials					
Supplementary publicity on different events / activities					
Booking forms, dates and fees					
Office hours and availability of staff					
Customer handbook, information, rules etc					
Map of centre showing key locations					
Details of activities					
Current insurance certificates					
Payroll records					
Financial and legal documents to be specified.					
Customer Service					
Customer feedback forms					
Customer feedback / complaint procedures					
Customer feedback analysis and targets					
Activities					
Activity risk assessments up to date and published					
Equipment testing / inspection records					
Equipment storage					
Operating procedures					
Activity session plans					
Training session plans					
Deployment systems and records					
Activity observation records					
Training records					
Suitably qualified staff					
School syllabus and guidelines (if necessary)					

Internal audit check for AUKAC Centres

To be completed and certified by the head of centre.

Description	Y	N	N/R	In Prog	Comments
H.R systems and processes					
Staff personal files up to date and secure					
Contracts available					
Organogram easily available for new staff					
Key job descriptions					
Induction information available					
Staff lists, records of employment					
DBS Records maintained as appropriate					
Induction pack & checklist available					
General Information File					
Training manual					
Staff qualifications up to date					
Staff training records					
Staff handbook					
Recruitment, staffing and management					
Staff induction / training / assessment					
Sickness / Annual Leave record					
Self Certification Form					
Appraisal forms and procedures in place					
Request for Family Leave					
Holiday Booking Form					
Operational Management					
First aid procedures in place					
Procedures for reporting maintenance problems					
Fire test and drills completed regularly					
Vehicle service records up to date					
Minibuses, seatbelts, MOT and insurance					
Driving licences					
Fire safety notices					
Accident and emergency notices					
First Aid kits are fully equipped					
Suitably qualified staff					
Activity guidelines (printouts available)					
Gas certificates					
Centre risk assessment up to date and published					
Electrical Inspections					
Centre signage					
Safety and Security					
H&S Poster					
Fire Instructions					
Location of First Aid Boxes					
Fire Extinguishers					
Fire precautions - Testing & Servicing					
Health & Safety					
Emergency Contact / Medical Information					
Accident Report Procedures					
List of First Aiders					
COSHH File					
Health & Safety Handbook					
Security procedures in place					

I certify that the above audit has been carried out and the centre meets the criteria as indicated and documentation is available for inspection if required.

Completed By (Print name): Signed:

Date:.....

Please return this form to: Member Services, AUKAC, C/o Walesby Forest, Brake Road, Walesby, Newark, Notts. NG22 9NG