

A.1.1 Pre-scoping meeting checklist

Applicant:

Date:

Evaluator:

Date of pre-scope activity:

	Details	✓
1.	Review applicant's renewal application	
2.	Obtain and review data report	
3.	Discuss the evaluator's role and responsibilities	
4.	Discuss the applicant's role and responsibility	
5.	Discuss the evaluation process	
6.	Discuss organisational profile – refer to worksheet	
7.	Discuss findings of data analysis	
8.	Discuss and distribute adequacy check and agree completion date (form A.1.3.1/A.1.3.2)	
9.	Discuss NCM process and benchmarks and data requirements and agree on the completion date of form A.1.4	
10.	Discuss partnership plan	
11.	Complete A.1.2 pre-scoping worksheet	
12.	Identify and document SafeWork SA visits / notices / prosecutions	
13.	Identify and document section 58B issues	
14.	Promote use of exempt reporting tool	
15.	Discuss 4 th Schedule evaluation	
16.	Discuss union consultation requirements/process	
17.	Identify/clarify documentation requirements (ie what you are likely to want to see and when)	
18.	Identify critical roles/responsibilities that may be required to participate in the evaluation	
19.	Identify PPE and transport/accommodation needs	
20.	Discuss evaluation times and dates	
21.	Identify any security or site induction required for evaluation	