UTAH SAFETY CONSULTANT

START HERE

Auditor Field Guide

A plain-language walkthrough of an entire job — before the visit, the day on site, and after you leave — so a new person with a laptop and a phone can run it start to finish.

Start here

This guide walks a new auditor through one job, from booking to invoice, using a laptop and a phone. Follow it in order the first few times. After that, keep it bookmarked for the scripts, risk examples, and the “what not to do” list.

If you are unsure about a serious hazard, a client asks for a legal opinion, someone is hurt, or a regulator arrives while you are on site, stop and call Darren at 435-901-9601.

The job in one page

Book the work.
Send a quote. When they accept, send the service agreement and collect the deposit. Create the job in the app (Step 1).

Prepare the visit.
Send the pre-visit email and document checklist three to five days ahead. Confirm PPE, check-in, and photo permission. Charge your phone, open this site once online, and test that the app still opens in airplane mode.

Arrive and open.
Check in, complete site orientation, put on required PPE. Hold a 15-minute opening meeting (use the script).

Paperwork first, then the walk.
Review records for 30–60 minutes before you tour the site. Then walk, photograph deficiencies, and interview workers.

Close, report, invoice.

> Hold the closing meeting, finish the report in the app, save a PDF, send it, follow up, and invoice from the paperwork templates. Billing is not in the app.

Before the visit

1. Quote, agreement, and a job in the app

Use: Paperwork → Quote / Proposal, then Service Agreement. App → Start an Audit → New audit job → Step 1 Job info.

- Fill in the quote with the site, industry, scope, and price from the mid-range menu. Send it as a PDF or Word file.
- When the client says yes, send the service agreement. The agreement is a template only — a Utah attorney must review it before you use it with clients.
- Collect the deposit as the agreement describes. Do not schedule the visit until that is in.
- On your phone, open Start an Audit, tap New audit job, and fill in the client, site, industry, date, your name, quote number, report due date, and scope. This one record will follow you through the whole job.

2. Send the pre-visit pack

Use: Pre-Visit Pack (email + document checklist). App Step 2 Pre-audit — check "Document request sent."

- Three to five days before the visit, copy the pre-visit email, fill in the blanks, and attach or paste the document checklist.
- Ask them to have the records pulled together in a conference room or office, not still in a truck or a filing cabinet on the other side of the site.
- Check off the document request in Step 2 so you remember it went out.

3. Confirm access, PPE, and photos

Use: App Step 2, “Site rules & PPE.” Also the **What to Bring** list.

- Confirm where to check in, who your escort is, what PPE is required, and whether you may take photographs for the report.
- At a mine, confirm site-specific hazard training (30 CFR 46.11 or 48.31) and an escort. Do not go onto mine property without that.
- Write the required PPE in the job so you pack the right gear.

4. Charge the phone, load the app, test offline

Use: This website, opened once on Wi-Fi or good cell service.

1. Open the site and add it to your Home Screen (iPhone: Share → Add to Home Screen; Android: menu → Install app or Add to Home screen).
2. Open Start an Audit and confirm your job is there.
3. Turn on airplane mode, reopen the app from the Home Screen, and confirm the job still opens. Turn airplane mode off again.
4. Pack a charged power bank. Jobsite signal is often poor; you need the battery more than you need the network once the site is cached.

> Everything you type stays on the device. After the job, use Backup / restore on the app home screen and download a backup file. Do this before you clear the browser or switch phones.

Day of the visit

Times below are a typical one-site day. Adjust if the site is large, has more than one shift, or is a long drive.

When	What you do	Where in the kit
10–15 min early	Arrive, check in, orientation, put on required PPE	What to Bring list

When	What you do	Where in the kit
~15 min	Opening meeting	Opening script · App Step 3
30–60 min	Paperwork and records review first	App Step 6 Records · Pre-visit checklist
2–4 hrs	Site walkthrough with photos	App Step 4 · Field checklist (optional printout)
During or after the walk	5–10 short, private interviews	App Step 5
~20–30 min, before you leave	Closing meeting and signatures	Closing script · App Step 7

Arrive, check in, orientation

- You are a visitor. Sign in, complete whatever orientation the site requires, and wear the required PPE before you go past the office.
- Do not start walking the site until the opening meeting is done and you have an escort if the site requires one.
- If they ask you to sign a contractor agreement, waiver, or indemnity, do not sign it. Say you need to send it to Darren first, and call 435-901-9601.

Opening meeting (about 15 minutes)

Use: Opening meeting script (word for word, with blanks). App Step 3 Opening.

- Sit down with the owner, superintendent, or site lead. Read the script, filling in the blanks. It covers who you are, that this is advisory (not an OSHA, MSHA, or DOT inspection), the scope, photos, interviews, imminent danger, and the closing time.
- Write attendees, time, and notes in Step 3 before you stand up.
- Ask them to have the records ready in the room as soon as you finish talking. Paperwork comes next.

Paperwork first (30–60 minutes) — do this before the walk

Use: App Step 6 Records (jump there after Step 3). The document checklist is also in the **Pre-Visit Pack.**

The app numbers Records as step 6, after the walk. On site, do it right after the opening meeting anyway. Missing or weak records tell you what to watch for on the walk — for example, no fall-protection training on file means you watch the roof crew closely.

- For each item, mark OK, Deficient, Missing, or N/A. If it is deficient or missing, add a short note, a risk rating, a recommended fix, an owner, and a due date.
- Construction: written program, OSHA 300/300A/301 (5 years), 300A posting, training, inspections, HazCom/SDS, incident files.
- Mining: add 7000-1 / 7000-2, Part 46 or 48 plan and 5000-23 forms, workplace exams.
- Trucking: add driver qualification files, hours-of-service / ELD, drug and alcohol plus Clearinghouse, DVIRs, annual inspections, accident register.
- Do not take original records off the site. Photograph or note gaps. Return every file to the person who handed it to you.

Site walkthrough

Use: App Step 4 Walkthrough. Optional printed **one-page field checklist** if you want paper in your hand.

- The checklist changes with the industry you picked in Step 1. Mark each item OK, Deficient, or N/A.
- When you mark Deficient, the app asks for location, High / Medium / Low risk, a photo, a corrective action, who will own it, and a due date. Fill those in while you are still looking at the condition. Do not trust your memory at the hotel.
- Stay out of areas you are not trained, equipped, or authorized to enter (unprotected trenches, confined spaces, energized equipment, active haul roads without an escort).
- Rate risk the same way every time — see the section below.

Interviews (5–10 people)

Use: App Step 5 Interviews.

- Keep them short, private, and voluntary. Talk to a mix of crafts, shifts, and experience levels, not only the people the superintendent picks.
- Ask about the biggest hazards, training they have actually received, how they report a problem, defective equipment, and where SDS, first aid, and extinguishers are.
- Do not put names in the report unless the person agrees. You can mark the interview as individual or anonymous in the app.

Closing meeting (about 20–30 minutes)

Use: Closing meeting script. App Step 7 Closing.

- Thank the crew. Start with what they are doing well. Then High findings, then Medium and Low, then records gaps.
- Do not surprise them with a High finding you already knew about and never mentioned. Imminent danger should already have been reported to the site lead the moment you saw it.
- Confirm the report delivery date you agreed to. Get the acknowledgement signed in the app (or on a printed page if they prefer paper).
- You may offer follow-up help (programs, training, a verification visit). Do not hard-sell. A quote comes later, in writing.

After the visit

Finish the report

Use: App Step 8 Report. Or the Word template in **Paperwork** if you must work outside the app.

- The app builds the report from your field entries. Findings sort by risk. Photos and the action plan come with them.
- Write the executive summary last: overall condition, top risks, top three actions, and a plain overall assessment (Strong, Adequate, Needs improvement, or High risk).
- Every finding needs a location, a standard you have checked, a risk rating, a photo or record reference, a specific fix, an owner, and a due date.
- Tap Print / Save as PDF. Then open Backup / restore and download a backup of the job.

Send, follow up, and invoice

Use: Email the PDF. App Step 9 Follow-up. Paperwork → Invoice.

- Send the PDF to the client contact within the agreed timeframe (for example, 10 business days). Update the job status to “Report sent.”
- Two to five days later, call to walk through the report. Log the call in Step 9.
- If they want help fixing items, send a new quote. Nothing new starts without a signed quote.
- Invoice the balance with the invoice template. Payment terms are in the service agreement (net 15 unless the agreement says otherwise). The app does not bill anyone.

Rate risk the same way every time

Use these definitions on every job, including interviews and records gaps. When two ratings both seem to fit, choose the higher one and say why in the note.

Rating	What it means	Typical due date	Examples
HIGH	A condition that could reasonably kill someone or cause a serious injury (amputation, hospitalization, blindness, a fall from height, a collapse, a strike by heavy equipment).	Fix now, or before work continues in that area. Do not leave a High item as “sometime this month.”	Workers on a roof with no fall protection; an unshored trench deeper than 5 feet with people in it; a missing berm at the edge of a dump point; a driver out of hours still dispatched.
MEDIUM	A condition that could cause injury or a citation, but is not an immediate life-threatening exposure if it is controlled promptly.	About 30 days, sooner if it is easy to fix.	Temporary power without GFCI; a fire extinguisher that has not been inspected this month; a DQ file missing an annual review; a machine guard that is in place but damaged.
LOW	A minor or administrative gap. It still needs to be fixed, but it is not likely to cause serious injury by itself.	About 90 days.	A written program that is out of date but still being followed; a training roster missing a signature; SDS sheets present but not in the same order as the chemical list; faded labels on a properly stored container.

> Imminent danger is a High finding you report to the site lead immediately, before you continue the walk. You do not have authority to shut the site down. Follow the stop-work steps in “What not to do.”

Write a good finding

Every finding in the report should answer four things, in plain language:

1. **Condition** — What you saw, where, and when. Be specific (“two carpenters on the west roof, south side, no anchors or harnesses, 11:20 a.m.”), not vague (“fall protection issues”).
2. **Standard** — The rule that applies, with a citation you have checked (for example, 29 CFR 1926.501(b)(1)). If you are not sure of the section, write the requirement in words and flag it to verify before you send the report. Do not invent a citation.
3. **Risk** — High, Medium, or Low, using the table above, and a short “so what” (who could get hurt and how).

4. **Fix** — A specific, practical action, a person responsible, and a due date. “Improve safety” is not a fix. “Install a 5,000 lb anchor and require PFAS before any work 6 feet or more above a lower level, owned by the superintendent, before work resumes on that roof” is a fix.

Sample findings — construction

HIGH **Unprotected roof work.** At 11:20 a.m. on the west roof of Building A, two carpenters were setting sheathing about 16 feet above grade with no guardrails, no safety net, and no personal fall arrest. No roof anchors were visible.

Standard: 29 CFR 1926.501(b)(1). **Fix:** Stop roof work until a proper fall-protection system is in place (guardrails, net, or PFAS with rated anchors). Superintendent owns this; due before work resumes on that roof.

MEDIUM **Temporary power without GFCI.** The spider box serving the west side saws was plugged into a permanent receptacle with no GFCI protection. The cord showed a repaired splice wrapped in electrical tape.

Standard: 29 CFR 1926.404(b)(1); 1926.405(g)(2). **Fix:** Put the circuit on a GFCI (or an assured equipment grounding conductor program) and remove the damaged cord from service. Site electrician owns this; due within 7 days, and immediately for the damaged cord.

LOW **SDS not readily accessible on the shift.** The SDS binder was locked in the job-trailer office. The afternoon crew said they would have to wait for the superintendent to return to look one up.

Standard: 29 CFR 1910.1200(g)(8), via 1926.59. **Fix:** Keep SDS available to employees on every shift (binder in an unlocked location or an equivalent electronic system). Superintendent owns this; due in 14 days.

Sample findings — mining and heavy equipment

HIGH **No mid-axle berm at a dump point.** The south dump, about 18 feet above the lower level, had a worn berm well below mid-axle height on the haul trucks in use. Tire tracks ran to the edge.

Standard: 30 CFR 56.9300. **Fix:** Rebuild the berm to at least mid-axle height of the largest truck before dumping resumes. Mine / pit supervisor owns this; due immediately.

MEDIUM **Workplace exam not recorded for the shift.** The operator could not produce a workplace examination record for the day shift on the day of the visit. Examiners said they walk the area but do not always write it down.

Standard: 30 CFR 56.18002. **Fix:** Examine the working place each shift before work begins, record adverse conditions and corrections, and keep the record. Safety lead owns this; due on the next shift and then ongoing.

LOW **Extinguisher monthly check not initialed.** The shop extinguisher tag showed no initial for the current month. The gauge was in the green and access was clear.

Standard: 30 CFR 56.4201. **Fix:** Inspect extinguishers at least once a month and record it. Shop lead owns this; due in 7 days, then monthly.

Sample findings — trucking and transportation

HIGH **Driver dispatched after an hours-of-service violation.** A randomly sampled ELD log showed a driver over the 14-hour window on two days last week. Dispatch records show the driver was still sent on a loaded run the following morning.

Standard: 49 CFR 395.3; 395.8. **Fix:** Remove the driver from service until hours are legal, review dispatch procedures, and document a corrective action. Safety / dispatch manager owns this; due immediately.

MEDIUM **Driver qualification file incomplete.** One of five DQ files reviewed had no annual motor-vehicle-record review and no current medical examiner's certificate in the file.

Standard: 49 CFR 391.51; 391.25; 391.45. **Fix:** Obtain the missing MVR review and medical certificate before the driver is dispatched again; audit the rest of the files. Safety manager owns this; due in 7 days for this driver, 30 days for the file audit.

LOW **Annual vehicle inspection report not on the unit.** Unit 214's shop file had a current annual inspection, but a copy was not on the vehicle as required.

Standard: 49 CFR 396.17; 396.21. **Fix:** Place a copy of the annual inspection report on the vehicle. Shop lead owns this; due in 7 days, then check the rest of the fleet within 30 days.

A complete, filled-out construction report is in the sample audit. It is clearly marked SAMPLE and uses a fictional company.

Photo tips

- Take the photo standing in a safe place. Never step into a trench, walk under a load, or climb onto equipment to get a better shot.
- Show the condition clearly: the missing guard, the unprotected edge, the label, the trench wall. A wide shot for context and a closer shot for the detail if you can do both safely.

- Do not photograph faces, badge numbers, or documents with personal medical or driver information unless you need that record for the file and the client has agreed. Crop or skip anything that does not support the finding.
- The app resizes photos to keep the file small. If a photo fails to save, try one picture at a time and use Backup later that day.
- Photos are for the client report. Do not post them, text them to friends, or use them in marketing.

What not to do

1. **Do not give legal opinions.** You can point to a regulation and describe a condition. You cannot tell a client “you will be fined,” “you are in violation and will lose this case,” or “you should fire this person.” If they ask for legal advice, tell them to talk to their attorney, and call Darren if you are in a tight spot.
2. **Do not stop work yourself unless there is imminent danger — and even then, you do not shut the site down.** You do not direct the client’s employees. If you see a condition that could kill or seriously injure someone right now, follow the stop-work steps below.
3. **Do not sign client documents** (contractor agreements, waivers, indemnities, safety stand-down sheets that make you responsible for the site, or anything you do not understand). Send it to Darren first.
4. **Do not go into areas you are not trained, equipped, or authorized to enter.**
5. **Do not guarantee compliance or the outcome of an inspection, citation, or claim.** The audit is advisory. The client remains responsible for its program and for fixing hazards.
6. **Do not invent a citation or a credential.** If you are not sure of the section number, write the requirement in words and verify it before the report goes out.

If you see imminent danger — stop-work steps

1. Get yourself out of the danger if you are in it.
2. Tell the site representative immediately, in plain language, what you saw and who is exposed. Ask them to remove people from the danger.
3. You do not have authority to shut the site down or to order the client's employees to stop. The client does. Your job is to report it clearly and now.
4. Write down the time, the location, what you saw, and the name of the person you told.
5. Call Darren at 435-901-9601.
6. Do not continue the walk in that area until the client has controlled the condition. You may continue in other areas if it is safe and the site lead agrees.
7. Record it as a High finding in the app and cover it again in the closing meeting.

When to call Darren (435-901-9601)

Call. Do not guess.

- You think you may have imminent danger and want a second set of ears.
- The client asks you to sign something, give a legal opinion, or "just sign off so we can start."
- OSHA, UOSH, MSHA, or DOT arrives while you are on site.
- Someone is injured, or you are asked to join an incident investigation as if you were the site's safety director.
- The client wants to expand the scope, add a site, or change the due date in a way that does not fit the quote.
- A reporter, insurer, or lawyer asks you for the findings.
- You are unsure whether you should stay or leave.
- Anything else that does not feel right. It is better to call.

Which file to use

When	Open this
You are new, or it is the morning of a job	This Field Guide, plus What to Bring

When	Open this
You need to sell or schedule the work	Quote, Service Agreement
A few days before the visit	Pre-Visit Pack (email + document checklist)
Opening or closing meeting	Meeting scripts · App Steps 3 and 7
On the site walk	App Step 4 · optional field checklist in Paperwork
You want to see what a finished report looks like	Sample audit (fictional)
A toolbox talk, JSA, incident, or other form	Forms library (or Forms inside a job)
The job is done	App Step 8 Report (PDF) · Paperwork → Invoice · Backup in the app
You are stuck	Call Darren at 435-901-9601 · Help & contact

Utah Safety Consultant · Salt Lake City, UT 84103 · 435-901-9601 · Mon–Fri 9:00 AM – 5:00 PM

Templates and training tools only. Confirm regulations against the current CFR and any Utah (UOSH) state-plan rules. The client remains responsible for its own safety program and compliance. No credentials or licenses are claimed on these pages.