On-Site Audit Documents Checklist

**Please have the following items available during the on-site audit:**

The testing paperwork for each DOT/FTA test performed during the audit period, to include:

* Order for Testing Forms
* Federal Custody and Control Forms (CCFs)
* MRO-verified drug test results
* DOT Alcohol Testing Forms (ATFs)

Your company’s current Drug & Alcohol Policy for FTA covered employees.

Documentation that all employees hired during the audit period have acknowledged receipt of the drug and alcohol policy.

Documentation of DOT Previous Employer Drug and Alcohol background checks and/or good faith efforts.

Documentation of at least 60 minutes of drug awareness training provided to all new hires during the audit period.

Documentation of training provided during the audit period, to supervisors or other company officials authorized to make reasonable suspicion testing determinations.

Employee rosters provided to your TPA prior to each new random testing period.

Random selection lists for each month/quarter of the audit period.

Post-accident Decision and Documentation forms and associated accident reports for events occurring during the audit period.

Reasonable Suspicion Determination and Documentation forms prompting reasonable suspicion testing (if applicable).

Documentation of SAP referrals provided to violating applicants/employees.

If applicable, SAP letters and follow up testing plans received during the audit period.