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.