

## Audit Checklist for Archive

Archive:

Name of auditor/s:

Date of audit:

Please evaluate the quality of the Administration of the Archive by responding Yes or No to each question below:

Resources:	Objectives		Comments
	Yes	No	
Building:			
• Parking space			
• Reverse parking indicated			
• Building where archive documents are stored?			
• Neatness inside and outside building			
• Assembly point?			
• Designated smoking area?			
• Sign indicating that this is archive?			
• Sufficient lighting conductors?			
• Disability needs example: Wheel chair access?			
• Archive securely locked?			
• Sufficient lightning?			
• Fire detectors?			
• Building Mine Health and Safety approved?			
• Cooling system in place?			
• Class A fire extinguisher?			
• Sufficient electrical equipment, example computer to update data system?			
• First aid box?			
• Labeling of switched and plugs?			
• Indication of what PPE should be used?			
• Distribution/Information board?			
• Suitable filing cabinets/shelves			
• Filing cabinets/shelves are securely locked?			
<b>Administration Policy &amp; Procedures:</b>			
• Administration Policy available/visible?			
• Filing process available/ visible?			
• Access control registers available?			
• Signing in and out of files			
• Evacuation plan available/ visible?			
• Fire plan available/ visible?			
• Information board			
• Update of learner file process available?			
Contingency Plan (Emergency plan in case: fire:			
• Provide copies of electronic files (without personal identifiers)			
• Inform all interested parties where the information is stored			
Label all the cabinets/shelves clearly with:			
• name and date of the project in alphabetic or chronologic order;			

• cabinet/shelve contents;			
• Determine who is entitled to have access to the archive			
• Process of terminating files?			
• Access key controls?			
• Walk plan in place?			
• Document process flow, that caters for the training needs of new people, new equipment			
• Area of responsibility per archive, name and number			
• Inventory systems that monitors equipment types and license types and the records of license holders per equipment			
• Pro-active reporting on licenses / competencies that expires			
• System that enable the forecasting of licenses			
• System that enable the forecasting of licenses			
<b>Staff Competency:</b>			
• Sufficient staff available?			
• Are there an Organ gram available			
• Are the staff trained for the specific position			
<b>Learner File: (10% to be Moderated)</b>			
• Is there appropriate learner file			
• Are there learner information index			
• Are all the documents in the file marked accordingly to the available index			
• Is the information in the file still valid?			
• Road indication of where the induction centre is?			
<b>Observations</b>			

**GENERAL COMMENTS AND RECOMMENDATION:**

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Auditor 1

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Auditor 2

**Date:**

**Date:**

