



Changes to the eC-AuditTool Justification Section

eC-AuditTool Justification Change

Justification Questions

Does the company run multiple shifts?
Please explain in the comments section below

Are all shifts represented in the interview sampling?
Please explain in the comments section below

Is interview sampling representative of all departments?
Please explain in the comments section below



Justification Questions

Please list the areas (departments/operations/service lines) applicable (at the time of the audit) and those that were sampled (mandatory)

Please check the years of service applicable to sampling.

Please check off the applicable worker type that were sampled.

Please check off the applicable work shifts that were sampled.

Please check off the applicable levels of employees interviewed

Have the departments selected represent a cross section of the various operations/tasks performed?

For a multiple-site audit: do all sites selected represent a cross section of the various operations/tasks performed?

The information provided is an accurate representation of the employees, departments and sites sampled.

In response to provincial government request...

And yes we are aware this duplicates information you could gather from the Site / Location Summary table above it!

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Justification Questions

Please list the areas (departments/operations/service lines) applicable (at the time of the audit) and those that were sampled (mandatory) 

Please check the years of service applicable to sampling.

- Less than 1 year
 1 to 3 years
 4 years plus

Please check off the applicable worker type that were sampled.

- Full-time
 Contracted employee
 Part-time
 Casual

Please check off the applicable work shifts that were sampled.

- Day shift
 Evening shift
 Night shift
 Weekend shift

Please check off the applicable levels of employees interviewed


- Worker
 Supervisor
 Middle management
 Senior management

Have the departments selected represent a cross section of the various operations/tasks performed?

- Yes
 No

For a multiple-site audit: do all sites selected represent a cross section of the various operations/tasks performed?

- Yes
 No
 N/A

The information provided is an accurate representation of the employees, departments and sites sampled. 

- Yes

- Here we are looking for a breakdown by departments or types of operations or service lines. (Locations are captured in table above)
- Show a breakdown and indicate in some way which ones you sampled.
- Note “mandatory” applies to answering this question, not sampling every department.

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 Senior management

Have the departments selected represent a cross section of the various operations/tasks performed?

- Yes
 No

For a multiple-site audit: do all sites selected represent a cross section of the various operations/tasks performed?

- Yes
 No
 N/A

The information provided is an accurate representation of the employees, departments and sites sampled. 

- Yes

- Select how long the company has been in operation as such (i.e., how many years of records are available / what would be the longest term an experienced employee would have with the company)

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 Supervisor
 Middle management
 Senior management

Have the departments selected represent a cross section of the various operations/tasks performed?

- Yes
 No

For a multiple-site audit: do all sites selected represent a cross section of the various operations/tasks performed?

- Yes
 No
 N/A

The information provided is an accurate representation of the employees, departments and sites sampled. 

- Yes

- Use these to show your interview sampling covered off various types of employees, shifts and levels
- Yes this is partially a duplication of effort from the table

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- Day shift
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Please check off the applicable levels of employees interviewed


- Worker
 Supervisor
 Middle management
 Senior management

Have the departments selected represent a cross section of the various operations/tasks performed?

- Yes
 No

For a multiple-site audit: do all sites selected represent a cross section of the various operations/tasks performed?

- Yes
 No
 N/A


The information provided is an accurate representation of the employees, departments and sites sampled. 

- Yes

- Use these to show your interview sampling covered off various types of employees, shifts and levels
- Not all will apply—we are not expecting all will apply necessarily
- Yes this is partially a duplication of effort from the table

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- Yes
 No

For a multiple-site audit: do all sites selected represent a cross section of the various operations/tasks performed?

- Yes
 No
 N/A

The information provided is an accurate representation of the employees, departments and sites sampled. 

- Yes

- These are checks or declarations to ensure sampling guidelines have been followed
- They confirm what should be evident from the table and the textbox above

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Please check off the applicable work shifts that were sampled.

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 Weekend shift

Please check off the applicable levels of employees interviewed


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Have the departments selected represent a cross section of the various operations/tasks performed?


- Yes
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- Yes
 No
 N/A

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- Yes

Representative Sampling Justification 

- Use this textbox to explain your sampling decisions
- In particular, briefly explain how or why you chose the sites you did
- Note if you have used “multi-role” interviewees (e.g., managers that are also supervisors)