

Preparing for a Workplace Inspection CHECKLIST

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| <p>If you have been notified of the inspection in advance, ensure that the inspection has been calendar managed</p> | |
| <p>Ensure the relevant people to assist the inspector are available on the day – if there is a reason that the inspection can't take place on the scheduled date you should contact the inspector asap to try and arrange an alternative date</p> | |
| <p>Contact the inspector in advance to ensure they are aware of any relevant security procedures on entering the organization</p> | |
| <p>If you have been given prior notice of the inspection you should aim to have the following records in order as they may be inspected:</p> <ul style="list-style-type: none"> • Employer registration number with the Revenue Commissioners • Full Name, Address and PPS Number for each employee (full-time and part-time) • Written terms of employment for each employee • Payroll details (Gross to Net, Rate per hour, Overtime, Deductions, Shift and other Premiums and Allowances, Commissions and Bonuses, Service Charges, etc.) • Copies of Payslips • Employees' job classification • Dates of commencement and where relevant, termination of employment • Hours of work for each employee (including starting and finishing times, meal breaks and rest periods). These may be in the form of Form OWT1 (or in a form substantially the same). • Register of employees under 18 years of age • Whether board and/or lodgings are provided and relevant details | |

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| <ul style="list-style-type: none"> • Holidays and Public Holiday entitlements received and taken by each employee • Employment permits or sufficient evidence that permits are not required for relevant employees • Any documentation necessary to demonstrate compliance with employment rights legislation • Additional records may be required to be held depending on the sector/business involved and the legislation under which the inspection is being conducted. | |
| <p>Ensure that you have relevant employee records available for the last 3 years – the inspector will generally look at the last 12 months records but can request to see 3 years</p> | |
| <p>The appointment letter will usually include a form seeking details on the employer and employee – this should be completed in advance of an inspection and provided to the inspector at the start of the inspection</p> | |
| <p>Check the authorisation and ID of the inspector on their arrival at your organisation –they should show you a Warrant of Authorisation</p> | |
| <p>Appoint a relevant employee to be a contact person to manage any unannounced visits – they should be the contact if an inspector arrives without prior warning and should meet with the inspector immediately</p> | |
| <p>Ask the inspector to explain the reasons for the inspection and the scope of the inspection and keep a note of these for your records</p> <p>The inspector is not obliged to give you a reason, but they may advise you on whether it is a routine random inspection or whether it is following on from a specific complaint received by the inspectorate</p> | |

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| The contact person should accompany the inspector throughout the audit and keep a note of any specific comments or action items highlighted by the inspector | |
| Ensure that a private room is available for the inspector to review the relevant records and interview employees | |
| Ensure that photocopying facilities are available for the inspector. The contact person should make copies of any documents being copied for the inspector, so the business knows what records/documents have been taken by the inspector | |
| The inspector may request a random sample of employee records or may have a list of specific records they wish to see – the contact person should take the inspector through the relevant records and explain any specific issues | |
| The inspector may request to interview some employees in order to corroborate the accuracy of any records and to check compliance in practice | |
| The inspector will usually advise the contact person whether they are satisfied that the employer is compliant. If they feel there has been any breach of employment laws, they may require further detailed information. The inspector will generally follow up their on-site inspection with a letter confirming the inspection is complete or highlighting issues to be addressed. | |
| If the inspector finds that there are wages that have been unpaid or underpaid to employees, they will expect the employer to calculate the full | |

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| extent of the discrepancy over the previous 3 years and pay the unpaid wages to employees. The inspector will seek confirmation of this. | |
| Once the inspection and any follow up items have been dealt with the employer should prepare a list of any learnings from the inspection and any preventative actions to be put in place to avoid similar issues arising again | |