



Accreditation Documentary Audit CheckList (Revised January 2023)

Camp Name:

Date:

Assigned Accreditation Committee Member:

Date:

	Document Name	Area *	Yes/ OK	Follow up	N/A	Comments
R.1.1	Camp's Mission Statement and Core Values.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.3	Camp's (or parent Organization's) Provincial or Federal Certificate of Good Standing / Annual Filing.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.4	Copy of the list of the Organization's current Board of Directors and their contact information.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Organizational Chart or List of Camp's Staff Positions.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.5	Description of the Camp's governance and management oversight of the Camp by both the Board of Directors and the Management Staff of the Camp.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.27	A list of Criminal Record Checks with Vulnerable Sector Checks and Child Abuse Registries for all Board of Director Members signed by the Chair or equivalent	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.14	Current Year Certificate of Commercial Liability Insurance Policy.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.35	Annual Permit to operate a Camp from the Provincial Medical Officer of Health.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.35	Provincial Health License for the Kitchen Facilities.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.141	Provincial Health License for Swimming Pool Facilities.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Waterfront Water Quality Test/Assessment Report, if required by province.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Camp Annual Budget.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.1.4	Current Year Certificate of Workers Compensation Insurance, if applicable.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.19	Camp's Document Retention Policy and demonstration of compliance.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.2	Refund Policy (if Camp charges fees).	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.4	Privacy / Projection of Private Information Policy and control process.	ADMIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.12	List of staff, their first aid & CPR qualifications and expiry dates signed by the Executive Director or designate	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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R.3.8	Camp Senior First Aid Responder or Nurse or Paramedic Certifications or Licensing Numbers from their regulatory body	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.107	Lifeguard Certifications	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.70	Canoe & Kayaking Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.52	Low Ropes / High Ropes Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.71	Sailing Boating and Jet Ski Instructors Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.12	Target Shooting Instructor Certifications.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.37	Food Handling Certificate for Camp Cook.	CERTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Missing Camper(s) Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Severe Weather Events / Natural Disasters Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Fire (both for buildings / tent areas and for forest fires) Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Aquatic Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Severe Injury or Illness Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Intruder / Stranger(s) in Camp Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Communicable Disease Outbreak, including Camp Staff In-Capacity / Immediate Loss of Camp Staff Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Camp Emergency Evacuation Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.15	Dangerous Animal Encounters Emergency Plan.	EMERG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.5	Camp Human Resources / Hiring Policy	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.5	Staff (both paid and volunteer) Job Descriptions / Job Offers / Contracts.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.6	Staff Job Performance Policy and Evaluation Form and demonstration of compliance.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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R.2.10	Camp Staff Annual Training Plan / Syllabus.	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.3	A list of camp's employee and volunteer Criminal Record Check with Vulnerable Sector Check and Child Abuse Registry signed by the Executive Director or designate. Exemptions due to age must be noted	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.18	Camper Transportation Policy and Procedures (if Camp is doing such) and listing of all Camp drivers and copies of their valid Driver's Licenses and Proof of Insurance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.8	Demonstration of compliance to CANSPEI camper-to-staff ratios.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.11	Camper Registration Form and Medical Background Information Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.11	Camper and Staff Emergency Procedures Consent, Photo Release and other Release(s) and Forms.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.14	Camper Sign-In and Sign-Out Policy and Form(s) and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.21	Written Fire Inspection / Report or certifications within the previous 12 months.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.8	Potable Water Testing Records	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.13	Camper to Camper Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.13	Staff to Staff Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.13	Staff to Camper Social / Sexual Relations Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.14	Use of Camp's Social Media by Staff and Campers Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.14	Staff to Camper Social Platform Networking / Communications Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.11	Inclusion / Equity / Accessibility Policies.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.11	Abuse and Harassment Policy and Specific Action Steps & Procedures in such an event.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.6	Tobacco, Alcohol and Recreational Drugs Policies	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.2.9	Staff Manual - needs to meet the basic CANSPEI accreditation standards.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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R.1.13	Release of Campers Policy and Procedures	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.28	Camp Security & Access Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.26	Visitors / Guests at Camp Policy, Procedures & Log	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.3.3	Camps First Aid Policy	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.1.19	Serious Incident / Accident Report Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.3.19	Sample of a First Aid Log and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.3.18	Camp's Infection Disease Policy Safe Blood Handling Policy & Procedures.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.3.20	Camp's foodborne-illness prevention plan					
R.3.11	Camper Medications Dispensing Control Policy and the Medication Administration Record (MAR) Form.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.3.5	Camp's Domestic Animals Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.3.22	Camp Menu.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.6	Camp Pre Season Inspection, Cleaning & Maintenance Log Form and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.6	A Safety Inspection / Facilities Cleaning Check Log Form for each camp session and demonstration of compliance.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.39	Time and Temperature Logs for all individual chilled and frozen cold storage.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.4	Camp Sun Safety Policy.	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.4.1	WHMIS Policy (if Camp has any of the designated WHMIS controlled or restricted substances on site.)	I, H & S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Camp Activity & Program Goals and Learning Policy	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5.2	Camp written formal Daily Program Plan / Schedule.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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R.5	Swimming Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Low Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	High Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Horse Back Riding Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Canoe & Kayaking Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Sail/Boating/Jet Ski Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Target Shooting Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Biking Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R.5	Out-Trips Policy, Safety Procedures & Check List and Participation Log.	PROGM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NOTES & COMMENTS					
	* <u>OPERATIONS & SAFETY AREAS</u> Administration (ADMIN) Certifications (CERTS) Emergency Plans (EMER) Human Resources (HR) Inclusion, Health & Safety (I, H&S) Program (PROGM)					