



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	☐	☐	☐	
R.1.3	Camp's (or parent Organization's) Provincial or Federal Certificate of Good Standing / Annual Filing.	ADMIN	☐	☐	☐	
R.1.4	Copy of the list of the Organization's current Board of Directors and their contact information.	ADMIN	☐	☐	☐	
	Organizational Chart or List of Camp's Staff Positions.	ADMIN	☐	☐	☐	
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	☐	☐	☐	
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	☐	☐	☐	
R.1.14	Current Year Certificate of Commercial Liability Insurance Policy.	ADMIN	☐	☐	☐	
R.4.35	Annual Permit to operate a Camp from the Provincial Medical Officer of Health.	ADMIN	☐	☐	☐	
R.4.35	Provincial Health License for the Kitchen Facilities.	ADMIN	☐	☐	☐	
R.5.141	Provincial Health License for Swimming Pool Facilities.	ADMIN	☐	☐	☐	
	Waterfront Water Quality Test/Assessment Report, if required by province.	ADMIN	☐	☐	☐	
	Camp Annual Budget.	ADMIN	☐	☐	☐	
D.1.4	Current Year Certificate of Workers Compensation Insurance, if applicable.	ADMIN	☐	☐	☐	
R.1.19	Camp's Document Retention Policy and demonstration of compliance.	ADMIN	☐	☐	☐	
R.1.2	Refund Policy (if Camp charges fees).	ADMIN	☐	☐	☐	
R.2.4	Privacy / Projection of Private Information Policy and control process.	ADMIN	☐	☐	☐	
R.2.12	List of staff, their first aid & CPR qualifications and expiry dates signed by the Executive Director or designate	CERTS	☐	☐	☐	



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



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R.2.10	Camp Staff Annual Training Plan / Syllabus.	HR	☐	☐	☐	
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	☐	☐	☐	
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	☐	☐	☐	
R.1.8	Demonstration of compliance to CANSPEI camper-to-staff ratios.	I, H & S	☐	☐	☐	
R.1.11	Camper Registration Form and Medical Background Information Form.	I, H & S	☐	☐	☐	
R.1.11	Camper and Staff Emergency Procedures Consent, Photo Release and other Release(s) and Forms.	I, H & S	☐	☐	☐	
R.1.14	Camper Sign-In and Sign-Out Policy and Form(s) and demonstration of compliance.	I, H & S	☐	☐	☐	
R.1.21	Written Fire Inspection / Report or certifications within the previous 12 months.	I, H & S	☐	☐	☐	
R.4.8	Potable Water Testing Records	I, H & S	☐	☐	☐	
R.2.13	Camper to Camper Social / Sexual Relations Policy.	I, H & S	☐	☐	☐	
R.2.13	Staff to Staff Social / Sexual Relations Policy.	I, H & S	☐	☐	☐	
R.2.13	Staff to Camper Social / Sexual Relations Policy.	I, H & S	☐	☐	☐	
R.2.14	Use of Camp's Social Media by Staff and Campers Policy	I, H & S	☐	☐	☐	
R.2.14	Staff to Camper Social Platform Networking / Communications Policy	I, H & S	☐	☐	☐	
R.2.11	Inclusion / Equity / Accessibility Policies.	I, H & S	☐	☐	☐	
R.2.11	Abuse and Harassment Policy and Specific Action Steps & Procedures in such an event.	I, H & S	☐	☐	☐	
R.1.6	Tobacco, Alcohol and Recreational Drugs Policies	I, H & S	☐	☐	☐	
R.2.9	Staff Manual - needs to meet the basic CANSPEI accreditation standards.	I, H & S	☐	☐	☐	



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



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R.5	Swimming Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Low Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	High Ropes Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Horse Back Riding Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Canoe & Kayaking Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Sail/Boating/Jet Ski Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Target Shooting Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Biking Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
R.5	Out-Trips Policy, Safety Procedures & Check List and Participation Log.	PROGM	☐	☐	☐	
	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)					