Conference Auditor

RISK MANAGEMENT AUDIT CHECKLIST

PART OF THE NORTH AMERICAN DIVISION RISK MANAGEMENT INITIATIVES

The purpose of the Risk Management Audit is to document the risk management activities taking place at our local churches and school. The below items must be tracked using the form below or a spreadsheet to see results across a list of churches. The results should be made part of the audit report and reported back to the Conference Risk Management Committee.

The questions may stir up questions at the local church or school about where to find the resources in order to be compliant. For this reason we have prepared the Risk Management Checklist info sheet for you to share.

AUDIT QUESTIONS:

1. Does your church or school have an elected Safety officer?
   Yes/No
2. Has a Self-Inspection been conducted and the report with recommendations brought to board?
   Date Conducted, Date Reported to the board
3. Has your church or school conducted an Emergency Drill?
   Date Conducted, Type of Drill
4. Has the treasurer of the reviewed a current copy of the property Statement of Values (SOVs)?
5. 15 Passenger Vans
   a. Does the Church or School own any 15 passenger vans?
   b. Is the Church of School using 15 passenger vans?

RISK MANAGEMENT

AUDIT CHECKLIST – INFO SHEET

The North American Division has asked that a renewed focus be made on risk management. The audit checklist is one of the ways to measure participation and progress towards a more risk conscious church. Resources to support these initiatives and the auditor's checklist are available at Adventist Risk Management, Inc.'s website http://adventistrisk.org/nadinitiatives.

THE SAFETY OFFICER

If your church or school has not yet elected a Safety Officer, or if you have but they have questions about their role, Adventist Risk Management has free resources on their website at http://adventistrisk.org/prevention-resources/safety-officer-central to orient the Safety Officer to their responsibility. Resources include a job description, training videos, and resources they will need to do the job.

PREMISES/BUILDING SELF-INSPECTIONS

The Self-Inspection is a vital tool in evaluating the risks at your facility. The Self-Inspection form can be found on Adventist Risk Management's website at http://adventistrisk.org/nadinitiatives. Conducting the inspection is an important first step but recommendations need to be acted upon. The board should be provided the final report with recommendations to act on the top priorities.

EMERGENCY DRILLS

Information on conducting an emergency drill can be found at http://adventistrisk.org/safetysabbath. The North American Division has designated a day of focus on safety in our churches. This year Safety Sabbath is scheduled for March 23, 2019.

STATEMENT OF VALUES (SOV)

The Statement of Values describes your facility's value to the insurance company. Inaccuracies can lead to your property being valued incorrectly. This can lead to problems if you experience a loss and the limits are not high enough to rebuild or replace what was damaged or destroyed. If values are over stated and you may be paying more for insurance than necessary. Evaluating this information on an annual basis and sharing your feedback with the conference treasurer ensures that your facility is insured correctly. Ask the conference treasurer for a current copy of your SOV.