

Health and Safety Audit Notification

Date: [Insert Date]

To: [Site Manager's Name]

Subject: Scheduled Health and Safety Audit for [Project Name]

Dear [Site Manager's Name],

This letter is to inform you that a health and safety audit will be conducted on the construction site of [Project Name] on [Audit Date]. The purpose of this audit is to ensure compliance with health and safety regulations and to identify any potential hazards that may affect the safety of workers and the public.

During the audit, we will review the following:

- Site Safety Management Plan
- Personal Protective Equipment (PPE) compliance
- Emergency procedures and equipment
- Risk assessments and method statements
- Training and competency records of personnel

Please ensure that all relevant documentation and personnel are available on the day of the audit. Should you have any questions or require further clarification, feel free to contact me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]