

# QUESTIONNAIRE USE APPROVAL FORM



**Purpose** To provide documentation in the approval process to conduct interviews using questionnaire.

Questionnaires may be applicable for use with:

- Employees are at remote sites unable to attend an in-person interview
- Front line workers such as nursing staff, teachers
- Airline workers
- Truckers
- Large organization where interview numbers are high questionnaire can only be used in a controlled environment for a maximum of 50% of the worker level interview. They cannot be used for managers or supervisory levels.

The Auditor will fill this out and submit to [audits@amta.ca](mailto:audits@amta.ca) for approval. For quality assurance purposes this will be filed with the Audit Documents. The auditor should also provide the interview plan in the audit notes.

**Interview Plan**

<b>Auditor Name:</b>	
<b>Company Name:</b>	
<b>Total Number of Worker Level Employees:</b>	
<b>Number of Worker Level Employees to be interviewed by questionnaire in a controlled environment.</b>	<i>Must not exceed 50% of the worker level interviews</i>
<b>How are you providing a controlled environment: <i>provide details on how you will distribute and collect the questionnaire</i></b>	
<b>Define how you are sampling:</b>	
<b>How is the Auditor Ensuring Anonymity:</b>	

Reviewed by: \_\_\_\_\_

Able to proceed with Interview Plan: **Y / N**

