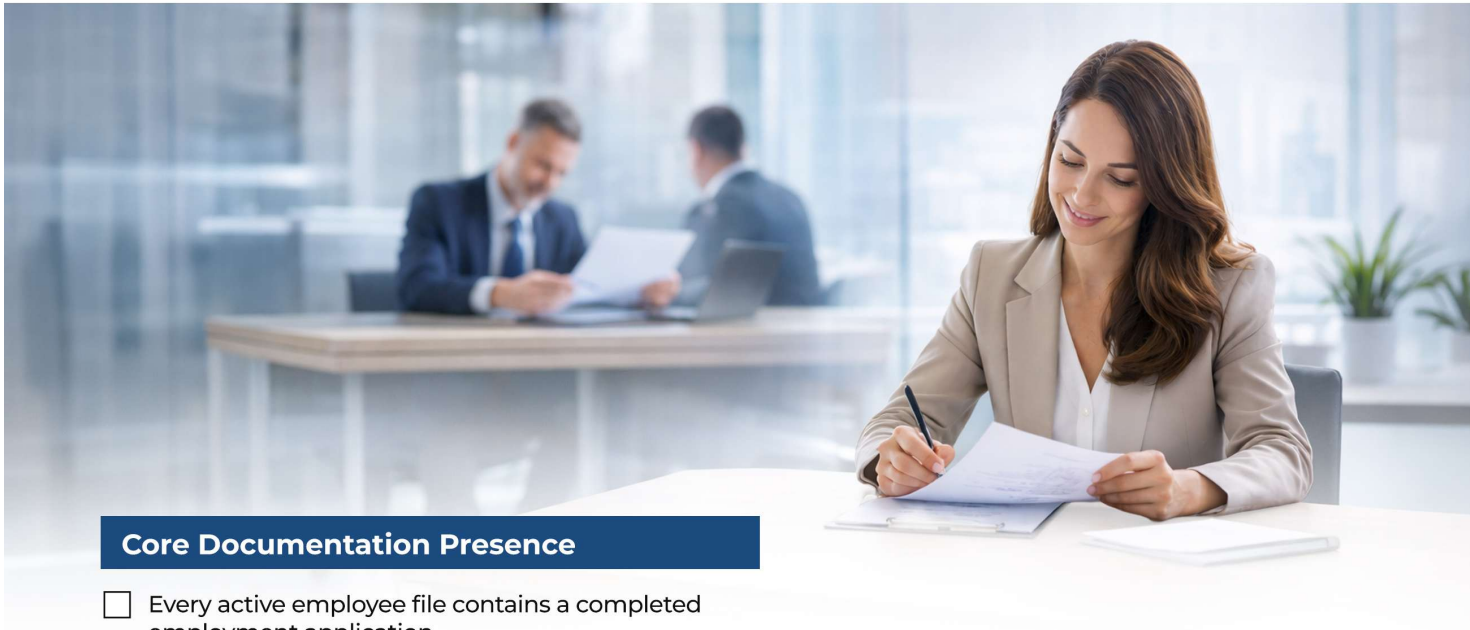


Are Your Employee Files Inspection-Ready?

A Quick File Readiness Self-Assessment for Regulated Businesses



Core Documentation Presence

- Every active employee file contains a completed employment application
- Required background and registry checks are documented
- Required licenses and certifications are current and on file
- Required training documentation is present and aligned with role requirements

Credential & Clearance Expiration Tracking

- A documented system exists to track credential expiration dates
- No certifications are currently expired
- Background clearances are within their valid period

Worker Classification & Risk Controls

- Worker classification documentation supports W-2 or 1099 status
- MVRs are current (if applicable)
- Drug testing records exist (if required)

Common Risk Triggers

When a business experiences:

- Claim complications
- Underwriting friction
- Surprise documentation findings
- Escalated audit exposure

Important

If you checked "No" to three or more items, your files may not be inspection-ready.

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