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| **TOPIC # 1:** | ***>enter the exact name of the HSEP topic here<*** | **Selection Category from Topic Selection Form (X)** | **1** |  | **2** |  | **3** |  | **4** |  | **5** |  |

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|  | **Activity (tell the validator what you did)** | **Evidence Package (no narrative here just list the evidence that will be uploaded to the HSEP Portal)** |
| **PLAN (write standard)***For Categories 1&4 you must state the reason you why you selected the topic. Explain that you created a policy/ procedure for the topic and the criteria you included.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Plan Evidence Package –  |
| **DO (implementation communication/training)***State all actions taken to implement the topic in your workplace. State how you communicated/ trained employees.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Do Evidence Package – |
| **CHECK (evaluate)***State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic?* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Check Evidence Package – |
| **ACT (make improvements)***State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Act Evidence Package *(if applicable)* – |

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| **TOPIC # 2:** | ***>enter the exact name of the HSEP topic here<*** | **Selection Category from Topic Selection Form (X)** | **1** |  | **2** |  | **3** |  | **4** |  | **5** |  |

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|  | **Activity (tell the validator what you did)** | **Evidence Package (no narrative here just list the evidence that will be uploaded to the HSEP Portal)** |
| **PLAN (write standard)***For Categories 1&4 you must state the reason you why you selected the topic. Explain that you created a policy/ procedure for the topic and the criteria you included.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Plan Evidence Package –  |
| **DO (implementation communication/training)***State all actions taken to implement the topic in your workplace. State how you communicated/ trained employees.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Do Evidence Package – |
| **CHECK (evaluate)***State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic?* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Check Evidence Package – |
| **ACT (make improvements)***State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Act Evidence Package *(if applicable)* – |

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| **TOPIC # 3:** | ***>enter the exact name of the HSEP topic here<*** | **Selection Category from Topic Selection Form (X)** | **1** |  | **2** |  | **3** |  | **4** |  | **5** |  |

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|  | **Activity (tell the validator what you did)** | **Evidence Package (no narrative here just list the evidence that will be uploaded to the HSEP Portal)** |
| **PLAN (write standard)***For Categories 1&4 you must state the reason you why you selected the topic. Explain that you created a policy/ procedure for the topic and the criteria you included.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Plan Evidence Package –  |
| **DO (implementation communication/training)***State all actions taken to implement the topic in your workplace. State how you communicated/ trained employees.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Do Evidence Package – |
| **CHECK (evaluate)***State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic?* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Check Evidence Package – |
| **ACT (make improvements)***State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Act Evidence Package *(if applicable)* – |

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| **TOPIC # 4:** | ***>enter the exact name of the HSEP topic here<*** | **Selection Category from Topic Selection Form (X)** | **1** |  | **2** |  | **3** |  | **4** |  | **5** |  |

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|  | **Activity (tell the validator what you did)** | **Evidence Package (no narrative here just list the evidence that will be uploaded to the HSEP Portal)** |
| **PLAN (write standard)***For Categories 1&4 you must state the reason you why you selected the topic. Explain that you created a policy/ procedure for the topic and the criteria you included.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Plan Evidence Package –  |
| **DO (implementation communication/training)***State all actions taken to implement the topic in your workplace. State how you communicated/ trained employees.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Do Evidence Package –  |
| **CHECK (evaluate)***State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic?* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Check Evidence Package – |
| **ACT (make improvements)***State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Act Evidence Package *(if applicable)* – |

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| **TOPIC # 5:** | ***>enter the exact name of the HSEP topic here<*** | **Selection Category from Topic Selection Form (X)** | **1** |  | **2** |  | **3** |  | **4** |  | **5** |  |

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|  | **Activity (tell the validator what you did)** | **Evidence Package (no narrative here just list the evidence that will be uploaded to the HSEP Portal)** |
| **PLAN (write standard)***For Categories 1&4 you must state the reason you why you selected the topic. Explain that you created a policy/ procedure for the topic and the criteria you included.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Plan Evidence Package –  |
| **DO (implementation communication/training)***State all actions taken to implement the topic in your workplace. State how you communicated/ trained employees.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Do Evidence Package – |
| **CHECK (evaluate)***State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic?* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Check Evidence Package – |
| **ACT (make improvements)***State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented.* ***Refer to our PDCA guide & HSEP sample evidence story documents.*** |  | Act Evidence Package *(if applicable)* – |