INSTRUCTIONS FOR COMPLETING THE AUDIT NOVEMBER 15, 2021

1) Download the Audit Form
2) Open in Adobe, complete, sign and return.
3) The audit is for the specific date as stated on the audit form
4) That means that ONLY badges that are ACTIVE on the NOVEMBER 15th, 2021 need to be accounted for and visually inspected, **not the date you complete the form**.
5) Do not include badges that have been issued after the date of the audit.
6) Do not include badges that are EXPIRED.
7) Do not include badges that have been returned.
8) Please select the correct badge type on the audit form.
   a) SIDA.........................FUSHIA
   b) CONSTRUCTION......GREEN
   c) AOA.........................RED
   d) STERILE .................TURQUOISE

9) If completed in Adobe Acrobat®, press the submit button when you are ready to submit it.
10) It also may be saved and sent as an attachment to robert.a.dandrea@hawaii.gov.
11) Failure to comply will result in all your company’s badges being disabled.

✓ The Signatory shall be responsible for their “Annual Media Audit”, by inspecting each employee’s badge for accurate information and that it is in good condition. The signatory will then sign / date the “Annual Media Audit” form and return it to the Pass & ID Office 30 days after the start of the audit.