

Auditor _____

Audit Dates: _____

Audited efhco member / _____

Full Membership Applicant: _____

Requested AHEAD	RECEIVED / Date	Checked / Date
1. Organogram with detailed staff numbers per each department) & Statutes (in English)		
2. Latest Financial Annual report 2023 / 2024 + Latest Financial Letter by your Auditor		
3. Annual Activity report 2023 / 2024 (PDF or web link)		
4. Business Plan / your Strategy & Goals for your next 3 – 5 years		
5. Fundraising Strategy / Overview on current campaigns		
6. Are you active in Research & Development? (PDF or web link)		
7. A document that shows that the clowns are insured (liability + all legally required by country law / other voluntary insurances); Health & Safety policies		
8. Risk Assessment Plan (focused on communications, management, HR) – when was this risk assessment plan installed? (like Pre / During / Post-Covid19)		
9. Clowns are formally contracted (employed or freelance): 2 Contract templates (anonymized)		
10. Code of Ethics / Rules of Conduct to be signed by each clown		
11. If applicable: Duties & Rules of an Ethics Committee		
12. The Hygiene & Safety Protocol for the Clowns + Upgrade related to the pandemic		
13. Safe-Guarding rules for patients / institution staff <u>where the clowns work</u> (e.g. vaccination...)		
14. Child Protection / Vulnerable Patients Safety Policy (members' own safe guarding policy)		
15. Complaint procedures for: Donors / Healthcare institutions / Children & parents ...Staff / Clowns		
16. Quality Evaluation Procedure (e.g. staff feedback, customer satisfaction survey?)		
17. Artistic methodology document / Clown Curriculum		
18. Ongoing Training Schedules & Session (nose2nose, virtual) & Quantity		
19. Healthcare clown audition procedure		
20. Hospital / Institutions visiting schedules ...and during Covid-19: alternative schedules / clown work methods (outside, virtual...)		
21. Clown Supervision on the job: Procedure / Structure / Quantity?		