

## Checklist for conducting the survey in the company

Nr.	What?	When?	Done?
1.	Obtain consent from management and works council / staff council	before start	<input type="radio"/> yes <input type="radio"/> no
2.	Information or involvement of the company doctor, qualification officer, occupational safety specialist and possibly other important company departments	before start	<input type="radio"/> yes <input type="radio"/> no
3.	Clarification of participation possibilities / conditions with FFAW	before start	<input type="radio"/> yes <input type="radio"/> no
4.	Form a project team: Involve all groups, especially employees and management! Define and document goals (What do we want to achieve with the survey?)	before start	<input type="radio"/> yes <input type="radio"/> no
5.	Determine timetable, coordinate with FFAW, ensure data protection	before start	<input type="radio"/> yes <input type="radio"/> no
6.	Definition of participating organisational units / groups, employees / number(s) of cases	before start	<input type="radio"/> yes <input type="radio"/> no
7.	Online version: Construction of the website, Paper version: Order materials (number of pieces!) from FFAW	before start	<input type="radio"/> yes <input type="radio"/> no
8.	Advertising (e.g. posters, notices, flyers, advertising at staff meetings, in the company newspaper, on the intranet)	before or at start	<input type="radio"/> yes <input type="radio"/> no
9.	Write and copy promotional material for participation (template available from FFAW), if necessary display and enclose with questionnaire.	before start	<input type="radio"/> yes <input type="radio"/> no
10.	Online version: e-mail with link and password to employees, activation of online questionnaire; paper version: distribution of questionnaire, documentation of number of questionnaires distributed sheets	= start	<input type="radio"/> yes <input type="radio"/> no
11.	Reminder (have more questionnaires ready if necessary), documentation of the number of questionnaires handed out	2-4 weeks after start	<input type="radio"/> yes <input type="radio"/> no
12.	Clarify in the project team whether external support for improvement actions should be involved (contacts and information via FFAW).	at the latest when the results are submitted	<input type="radio"/> yes <input type="radio"/> no
13.	Clarification of how to deal with results: who should receive which results and when?	in any case before submission results	<input type="radio"/> yes <input type="radio"/> no
14.	Discussion of the results in the project team and derivation of need for action	when the results are available	<input type="radio"/> yes <input type="radio"/> no
15.	Communication of results to employees (works meeting, notice board, company newspaper, intranet), discussion on need for action, feasibility, procedure	after the results are available	<input type="radio"/> yes <input type="radio"/> no
16.	Implementation (kick off) and documentation of any improvement actions decided upon.	after discussing the results	<input type="radio"/> yes <input type="radio"/> no
17.	Review success, 2nd round COPSOQ (evaluation of introduced improvement actions)	approx. 1-2 years later, after introduction of actions	<input type="radio"/> yes <input type="radio"/> no
18.	Clarify whether surveys should be carried out regularly ("Learning organisation", "Continuous improvement process")	after 1st resp. after 2nd round COPSOQ	<input type="radio"/> yes <input type="radio"/> no