



# On-Going Monitoring Tools

## Monitoring Form Information Sheet

Using due diligence means doing everything reasonably possible to try to prevent a tobacco control legislation offence from occurring.

The final decision about due diligence will be made in a court of law.

How do YOU check your employees to be sure they do not sell tobacco products to anyone under 19 years of age? Keep track of your monitoring efforts using the simple form below or design a form that better suits your purposes.

By recording any corrective action taken helps to prove you are diligent.

This is a sample of how yours might look.

<b>Action Taken</b>	<b>Results</b>	<b>Date</b>	<b>Initials</b>
Reviewed store videos	All employees asked for ID	02/03/11	JR
Reviewed tobacco legislation with all employees	Clarified questions. All staff aware of the rules	04/06/11	JR
Supervised JD during sale to minor	ID requested. No sale.	06/09/11	JR
Sent in test shopper to check retailer's compliance as a whole	ID not requested.	10/10/11	KD
Reviewed the legislation and types of ID required with the employee	Clerk agrees to follow the rules	12/10/11	KD

