

HR Document Health Check

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Provides a personnel-file completeness checklist — offer/appointment, KYC, statutory forms, policy sign-offs, appraisals — for audit-readiness, with common gaps and retention. Use it to make files audit-ready. For statutory registers, use the Statutory Register Audit.

Purpose of this tool & output

Check personnel files are complete

How the output is used

Use it to check personnel files are complete — a document health-check that flags missing forms, signatures and records.

Who should vet it

Your HR head or a consultant, to confirm the required documents and gaps for compliance and audits.

Important cautions

AI-generated checklist; adapt to your policies and law.

Companion documents

- HR Compliance Audit Checklist
- Statutory Register Audit
- POSH Annual Compliance Checklist (HR)
- PF / ESI Filing Audit
- Contractor Compliance Audit

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.