**Workplace Relations Commission (WRC) Inspection**

Notice of a Workplace Relations Commission (WRC) Inspection is enough to fill even the most compliant of employers with a sense of dread and sometimes anxiety. Employers often have many questions in the lead up to such an inspection.

The WRC has existed in its current form since 1st October 2015. Since this date, the WRC has assumed the responsibilities of Workplace Inspections, previously carried out by National Employment Rights Authority (NERA).

Under the Workplace Relations Act 2015 WRC inspectors have been granted the power to:

* Enter any place of work at a reasonable time
* Inspect, take copies of, and remove and retain records
* Interview and require information from any relevant person

**The inspection:**

Inspections will normally arise as a result of:

1. A specific complaint received
2. Targeted sector inspections
3. Random/Routine inspections

Inspections can either be announced or unannounced. For announced inspections, employers will be provided with approximately 2 weeks’ notice. This inspection will take place during normal hours. Unannounced inspections are also common, and can occur at any time during the day or night.

Over the course of the inspection, the inspector will look to speak to you as an employer, in addition to some of your employees. If, for any reason, the inspector is not able to interview employees on the day, alternative arrangements will be made, normally through the use of an employee questionnaire that will be issued to the employees home address.

In addition to interviewing employees, the inspector will request to see certain paperwork.

**What happens if the inspector finds I am not compliant?**

The WRC inspectors are encouraged to work with employers to achieve compliance where possible. Where breaches are found they may issue a Fixed Payment Notice and/or a compliance notice. If an employer fails to comply with either a compliance of fixed payment notice, prosecution could occur

**Please find below a Employer’s Compliance Checklist to assist with preparation;**

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| **Do I Have:** | **Y/N** |
| My Employer’s registration number with the Revenue Commissioners |  |
| A list of all Employees (full-time and (part-time) including full names, addresses and PPS numbers |  |
| Dates of commencement and, if relevant, dates of termination of employments |  |
| Written terms of employment for each Employee |  |
| Employees’ job classification |  |
| A record of annual leave and public holidays taken by each Employee |  |
| Hours of work for each Employee (including start and finish times and rest breaks) |  |
| Payroll details including gross to net, rate per hour, overtime, deductions, commission, bonuses and service charges, etc |  |
| Evidence that I provide Employees with payslips |  |
| A register of any Employees under 18 years of age |  |
| Details of any board and lodgings provided |  |
| Employment permits or evidence that permit is not required as appropriate for non-EEA nationals |  |
| The completed WRC Inspection template sent with the appointment letter or the same information available in similar format. |  |
| Any documentation necessary to demonstrate compliance with employment legislation (see glossary below) |  |
| Additional records may be required to be held depending on the sector/business involved |  |