# 8 Pillars Self-Assessment Checklist

A simple internal check of where your academy stands on each of the Academy Safe 8 Pillars of Protection before you apply for accreditation.

**Important notice:** This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

**Academy name:** _____

**Academy address:** _____

**Effective date:** _____

**Last reviewed:** _____

## Purpose

This checklist helps owners and directors review their academy against the Academy Safe 8 Pillars of Protection. It is an internal planning tool only. Completing it does not mean your academy is accredited. Accreditation comes only from completing the Academy Safe verification process.

## How to Use This Checklist

- Review each pillar with the person responsible for it.
- Mark each item Yes, In Progress, or No, and note where the supporting record is kept.
- Set a target date and an owner for every item that is not complete.
- Repeat this review at least once a year and whenever staff or ownership changes.

## Pillar Checklist

| Pillar | What to confirm | Status | Record location | Target date |
|---|---|---|---|---|
| 1. Background Screening | Current background checks for owners and every coach | | | |
| 2. U.S. Center for SafeSport certification | Current training certificates for owners and coaches | | | |
| 3. Concussion Training | Current concussion training for coaches | | | |
| 4. CPR/First Aid & AED certification | Current certificates for coaches | | | |
| 5. Belt & Lineage Verification | Rank certificates and lineage records for instructors | | | |
| 6. Security Cameras | Working cameras covering training areas | | | |

| Pillar | What to confirm | Status | Record location | Target date |
|---|---|---|---|---|
| 7. Professional Insurance and Business License | Current insurance policy and business license | | | |
| 8. On-Premises AED | AED on site, inspected, with supplies in date | | | |

## Supporting Records to Gather

- Staff list with roles and start dates.
- Copies of certificates, with expiration dates, for each staff member.
- Insurance declarations page and business license.
- AED inspection log and first aid kit log.
- Camera layout or photos showing coverage of training areas.

## Next Steps

When every item is complete, you can begin the Academy Safe registration and verification process at academysafe.org. Questions about the process can go to support@academysafe.org.

## Signatures

**Completed by:** _____

**Signature:** _____

**Date:** _____

**Owner or director name:** _____

**Signature:** _____

**Date:** _____

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Academy Safe is a verification registry for martial arts academies. It is not a legal authority, and use of this template does not by itself mean an academy is accredited.