March COR Communication

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Team Audits

CCSA offers the use of Team Audits for COR Certification Audits or Maintenance Audits which may be conducted by two or more auditors working as a team.

The following criteria apply when using a Team Audit approach:

- Members of an audit team conducting a COR Certification Audit must be CCSA Certified External Auditors.

- Members of an audit team conducting an Internal Maintenance Audit must be CCSA Certified Internal Auditors.

- The lead auditor must be identified, actively participate in all audit activities and be responsible for the audit results, quality of the report and sign off the report.

- All auditors must participate in all parts of the audit: documentation, observation tour and interviews.

- Each auditor must submit a current signed code of ethics prior to starting the audit.

- All members of the audit team must be identified on the Auditor Information Sheet, agree they have abided by the code of ethics and participated in all aspects of the audit process; as per image below.

Auditor Information	
Lead Auditor Name	Jane Doe
Certification Number	Internal
Training Date	
Company/Organization	Care A Lot
Address	1234- 56 street
City	Edmonton
Province	*Alberta*
Postal Code	T0H 0H0
Phone	7801234567
Fax	
Email	jdoe@carealot.ca
Ethics/Disclaimer	*Yes, I have read, understood, and agree to abide by the Code of Ethics and Disclaimer Statement.*
Audit Participation	*Yes, I have participated in all aspects of the audit.*
	Yes, I have participated in all aspects of the audit.
Audit Team Details (leave blank if sin	No, I have not participated in all aspects of the audit.
Auditor Name 2	

Criteria for Determining Representative Work Site Sampling

Work sites included in the audit must be representative of the overall company operations. The following criteria shall be used to determine what work sites to include in the scope of an audit.

- Where multiple accounts/industry codes are being included in the scope of the audit, activities under all applicable accounts and industries must be represented in the site sampling.

- If the size of the work site or the number of workers at each site differs greatly from one site to another, the work sites included in the audit must include a cross section of sites that represent these differences.

- Include any sites where conditions may vary or are not consistent with the majority of sites inside the operation (e.g. hazards, geographic location).

- The main office/shop complex must be included in the scope of every audit (both certification and maintenance years). The minimum number of sites required for each annual audit must include the main office/shop complex. If two main offices/shops exist, alternate site visits from one main site to the next on a rotating basis.

- Taking into consideration all of the above criteria, the number of work sites included in the scope of the audit must also meet established minimums. If the scope of the audit includes:
    - 2 sites, all sites must be visited.
    - 3-4 sites, at least 2 sites must be visited.
    - 5-8 sites, at least 3 sites must be visited.
    - 9 -30 sites, a third of the sites must be visited (calculations must be rounded *up* to the nearest whole number).
    - Vehicles and mobile equipment are considered work sites and must be included in the audit. They should not be counted towards the minimum sites required. Observations and/or documentation must take into account the different types of vehicles and mobile equipment in use. Details must be documented in the audit report.

- Where an employer's operation is composed of 3-30 fixed sites, all sites will be included in an audit at some point during the 3-year audit cycle.

- In cases where an employer's operation is not consistent across sites with regards to location, working conditions, type of work, number of employees, and work site sizes, multi-site audits may require a sampling of more than the minimum number of sites to be representative.

- An employer with more than 2 sites cannot use the same combination of sites for COR recertification that were used as the scope of the audit conducted for the last certification.
- All sites included within the scope of the audit must have documentation, observation and interviews; this includes the head office.

Should the auditor have questions DO reach out to the CCSA COR team at COR@ab-ccsa.ca.

Reminder – Downloading New Audit Tool

The CCSA did some minor updates to the audit tool, please ensure when completing an audit to always go to the CCSA website to download the most current version of the CCSA Audit Tool. This will ensure you are always using the most up to date audit tool and also ensure you are always starting an audit with a clean Audit Tool. Click Here to download CCSA Audit Tool.