



## July 2021 COR Communication

### In this issue:

- **Preparing for your audit**
- **How much time is needed to conduct an Audit**

Wondering what you should do to be prepared for your upcoming audit? Below are some reminders for you.

### ***What should our organization and individual sites have ready for our upcoming audit?***

To ensure a smooth auditing process, organization is key. Here are some tips:

- Give auditor(s) time to conduct the audit. Audits go much smoother and faster if the auditor is given full days to dedicate to the audit versus an hour here or there. So, if you have internal auditors try to:
  - Discuss with the auditor how many days they will need to conduct the audit; this includes data gathering and writing of the report.
  - Ensure they have majority of their day to focus on the audit.
  - If possible, have some of their regular tasks completed by another employee.
- Work with your auditor(s) to ensure documentation will be available for the start date including how they will access the documents to review.
- If conducting interviews, ensure that the schedule is forwarded to the auditor(s) the week before so they can choose the interviewees.

### ***What can we do as an organization to prepare for our upcoming audit?***

Your audit is a snapshot in time to evaluate your health and safety system against the Partnerships Standards. The whole purpose of the audit is to see what is going well and what needs to be improved. All you need to do is make sure the documents requested by the auditor are ready and available for them when the audit starts.

### ***Can we have a copy of the interview questions to review with our staff ahead of time?***

The audit interviews are not a test of knowledge. They are intended to identify any gaps within your health and safety system. Therefore, organizations should not be prepping employees prior to the interview; this is information they should already know!



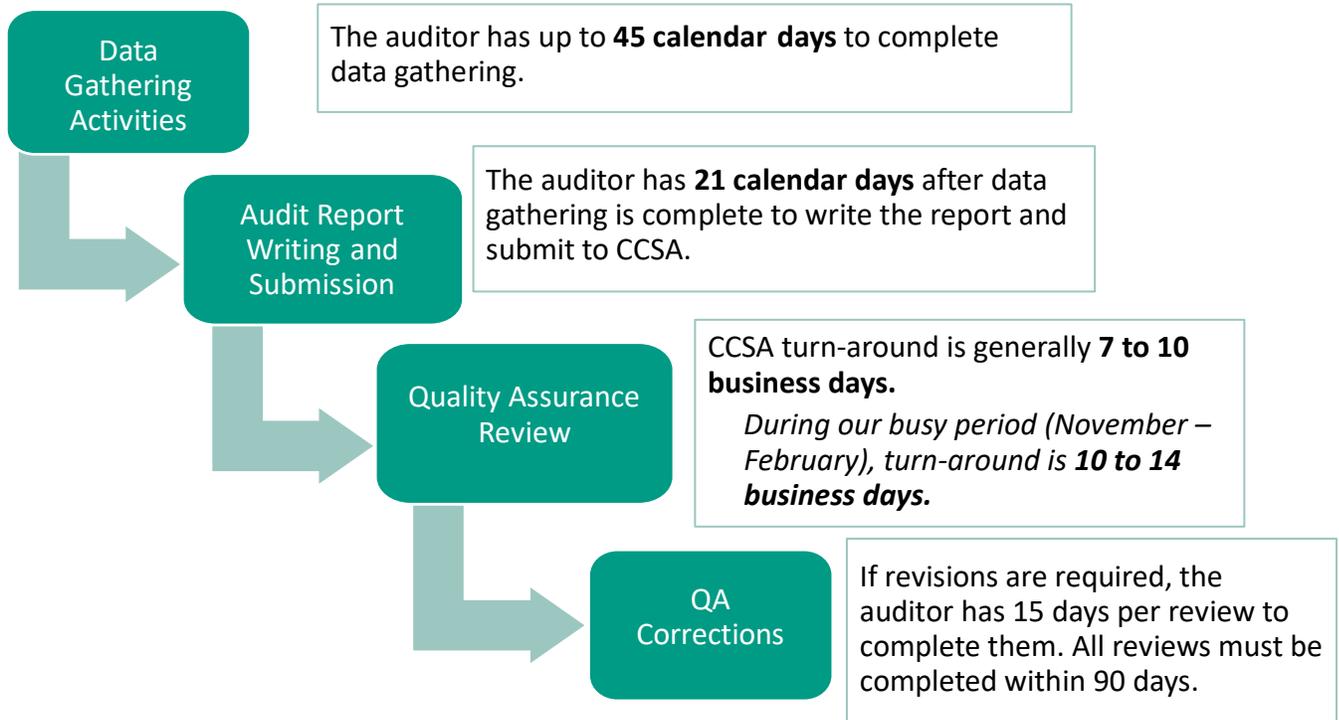
***How long will the auditor need to conduct the audit?***

The length of time to conduct an audit is based on the size and complexity of the employer being audited and how many auditors your organization has. Generally, on a site with 75 employees with 1 auditor, the approximate audit timeline will be:

- Data Gathering
  - Documentation review – 2 to 3 days.
  - Interviews – 2 days; 30 to 45 minutes per interview (approximately 12 interviews a day).
  - Observations, wrap up and post audit meeting – 1 day.
- Writing the report for submission to CCSA – 2 days.

That's approximately 8 days, however, Partnerships Standards has specific timelines in place that must be met, or the audit will be rejected.

Below is a snapshot of the audit process based on Partnerships Standards:



From the start to the finish, the audit process typically takes 7 to 10 days; this includes data gathering and report writing. However, the auditor may choose to take a bit longer, as the Partnerships Standards allow.

Should you have further questions, please reach out to the CCSA COR team at [COR@ab-ccsa.ca](mailto:COR@ab-ccsa.ca). We're here to help.