



Maintaining Your Certificate of Recognition (COR)

Frequently Asked Questions

How long does it take to complete a COR audit (how much time will internal auditors need?)

- Based on the size and complexity of the employer, the time needed to complete the audit process can change. A site with 75 employees will take approx. 5 days to complete the data gathering (documentation review, interviews, and observation) and an additional 2 days to write the report.

This is based on the auditors undivided attention on completing the audit within those 7 days.

Do I need to have my recertification audit before my COR expiry date?

- No, CCSA member employers are removed from the COR holders should their COR expire and are put back on after completion of the ENTIRE audit process, which includes the quality assurance revision. Once CCSA submits the audit into CORRS the employer will go back on the list. The WCB rebate is not affected as long as the audit is successfully submitted before the end of the year and meets the required standards.

I lost my internal auditor for my maintenance year, what do I do now?

- Contact the CCSA to let them know. Sometimes there are opportunities to work with auditors in training that need to complete a qualification audit.
- If there is time you can choose to send another staff member through training to become an internal auditor. Their qualification audit can be used as the maintenance audit, as long as they are successful in completing and [passing the audit process](#).
- You can hire an [external auditor](#) to complete the audit.

Who should be an internal auditor?

- Those with interest in health and safety and have a good understanding of the system
- Reading, writing, and communication skills are essential to understand the audit guidelines and provide detailed support on the documentation reviewed.
- Interviewing skills are an asset, people skills and the ability to communicate objectively and professionally are essential
- Auditors must be comfortable with speaking in public, the role of coaching and delivering negative findings in a positive and helpful way.
- Most important is the ability to meet deadlines; specific timelines have been established in order for the employer to maintain their COR.



Who should NOT be an internal auditor?

- Those who have no interest in health & safety.
- Those who do not have access to a computer or limited knowledge of computers and programs such as Word, Excel, and email.
- Those who do not have time to take 3-7 days every year to dedicate solely to conducting an audit.

Participating in COR is costly why should I continue to participate?

- **An annual audit:**
 - Helps review the health and safety system against an approved standard.
 - Shows where improvements need to be made, year over year to the health and safety system.
 - Helps ensure the health and safety system is maintain and it is not forgotten when we “get busy”.
 - Gives all levels of staff an opportunity to participate in and to help achieve successes. Participation can be at different levels such as
 - An internal auditor
 - HSC member
 - Worker

Why are there so many interviews required?

- Partnerships establishes the minimum requirement for interviews to ensure a representative sampling is done. A representative sampling ensures employees from all sites, departments and shifts within the scope of the audit participate. This provides enough details so that the auditor can be sure the policies and process documented are being used and understood.

What is the typical length of time an interview takes?

- Most interviews will take 30-45 minutes, the more an organization communicates health and safety and ensure workers awareness, the shorter the time it will take to complete the interview.