



Continuing Care Safety Association

COR Connections | January 2022

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Annual COR Letters

CCSA has listened to our members and auditors! What we heard is the need for clear communication of the COR Audit processes. In 2022, included with the Annual COR Reminder Letters, members will also receive the “2022 Organization Management COR Audit Guidelines”. **This will need to be reviewed and signed by senior management, and submitted to COR@ab-ccsa.ca.**



COR Audit Critical Timelines

The CCSA would like to remind all auditors of the timelines and what is included.

Data Gathering Activities

- Data gathering activities include and must be performed in this order:
 - Pre-audit meeting
 - Documentation review
 - Interviews
 - Post Audit meeting
- Maximum of 45 days



Report Writing and Submission

- Submission must include:
 - Completed Audit Tool with no critical errors
 - Organizational chart
 - Pre Audit meeting minutes
 - Post Audit meeting minutes
- Maximum of 21 days

*Many auditors do not require the maximum time. See the [Conducting an Audit Overview](#) infographic for more details.

COR Audit Submission Deadline

November 30 is CCSA's suggested deadline for audit activities. This allows time should there be any concerns with the audit, including critical errors found during the quality assurance process.



2022 COR Audits

In December, the CCSA sent out COR communications regarding the 2022 audit season. It included the following:

- [Conducting COR Audits in 2022](#)
- [2022 Safe Auditing Guidelines for Auditors and Employers](#)

Contact us

Should you have concerns or questions, please reach out to the CCSA COR team at COR@ab-ccsa.ca. We're here to help.



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