# Pre-Audit Meeting Agenda Template

AGENDA

**Pre-Audit Meeting**

**Date:**

**Time:**

**Location:** [List site location or if Remote virtual platform]

**Attendees:**

**Please read:** Documentation review list, Interview schedule

**Please bring:** A complete employee roster, complete with positions, shifts and rotation schedule

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| **Introductions** | *round table* |
| **Audit Purpose**   * COR Certification/Recertification or Maintenance * Report on OHSMS strengths and suggestions for improvement | *lead auditor* |
| **Audit Scope**   * Organization wide   + [List sites in scope of audit] | *lead auditor* |
| **Standards**   * [COR Maintenance audit - minimum 60% overall/COR Certification audit – 80% overall] (exception for 2022, no minimum element score requirement) * Auditors – Subject to quality assurance through certifying partner (CCSA). [80% overall for internal auditors OR 90% overall for external auditors] and no critical errors to pass and be processed for COR * Auditor Code of Ethics * The audit standard and audit instrument to be used | *lead auditor* |
| **Audit Process**   1. Pre-audit meeting 2. Documentation review 3. Interviews representatives of all levels in all areas 4. *Observational Tour (exception made for 2022; this is optional for 2022 based on AB gov’t and organization)* 5. Post-audit meeting | *lead auditor* |
| **Dangerous work**   * If encountered, a supervisor and/or manager will be notified immediately | *round table* |
| **Questions or comments** | *round table* |

**Additional Information:**

Use this section for additional information, comments, or instructions.