# 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.