



Continuing Care Safety Association

COR Connections | July 2022

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Congratulations to our WINNERS!

We are ecstatic to announce the lucky participants of our recently concluded COR Survey:

- COR Maintenance Audit in 2023 by CCSA Staff - **Jane Tse**
- Two courses to become an internal auditor - **Charlotte McFadden**
- \$50 Tim Horton's Gift Card - **Hilary Head**



A big thank you to everyone who took the time to complete the survey. Your valuable feedback will help us greatly in enhancing our future COR services.

2023 Audit Updates

In line with the December 2021 legislation changes, Partnerships has released new content criteria for our auditor training workshops and the audit tool. The CCSA is currently revising all relevant materials to meet the January 1, 2023 deadline.

Come 2023, the courses that will be updated include:

- Occupational Health & Safety Management Systems: Basics for Auditors
- Auditor Training
- Auditor Refresher

The audit tool is also being updated to the new Partnerships standards and will be utilized for all 2023 audits.

COR Audit Critical Timelines

A friendly reminder to 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:
 - Pre-Audit Letter
(CC COR@ab-ccsa.ca when sending to senior manager)
 - Completed Audit Tool
 - 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.

Revisions

- 15 days for each set of revisions
- Up to a maximum of 90 days.
- Usually an auditor only requires 1-2 revisions after the initial QA review (quality assurance).

COR Audit Submission Deadlines

- **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.



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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