



# Continuing Care Safety Association

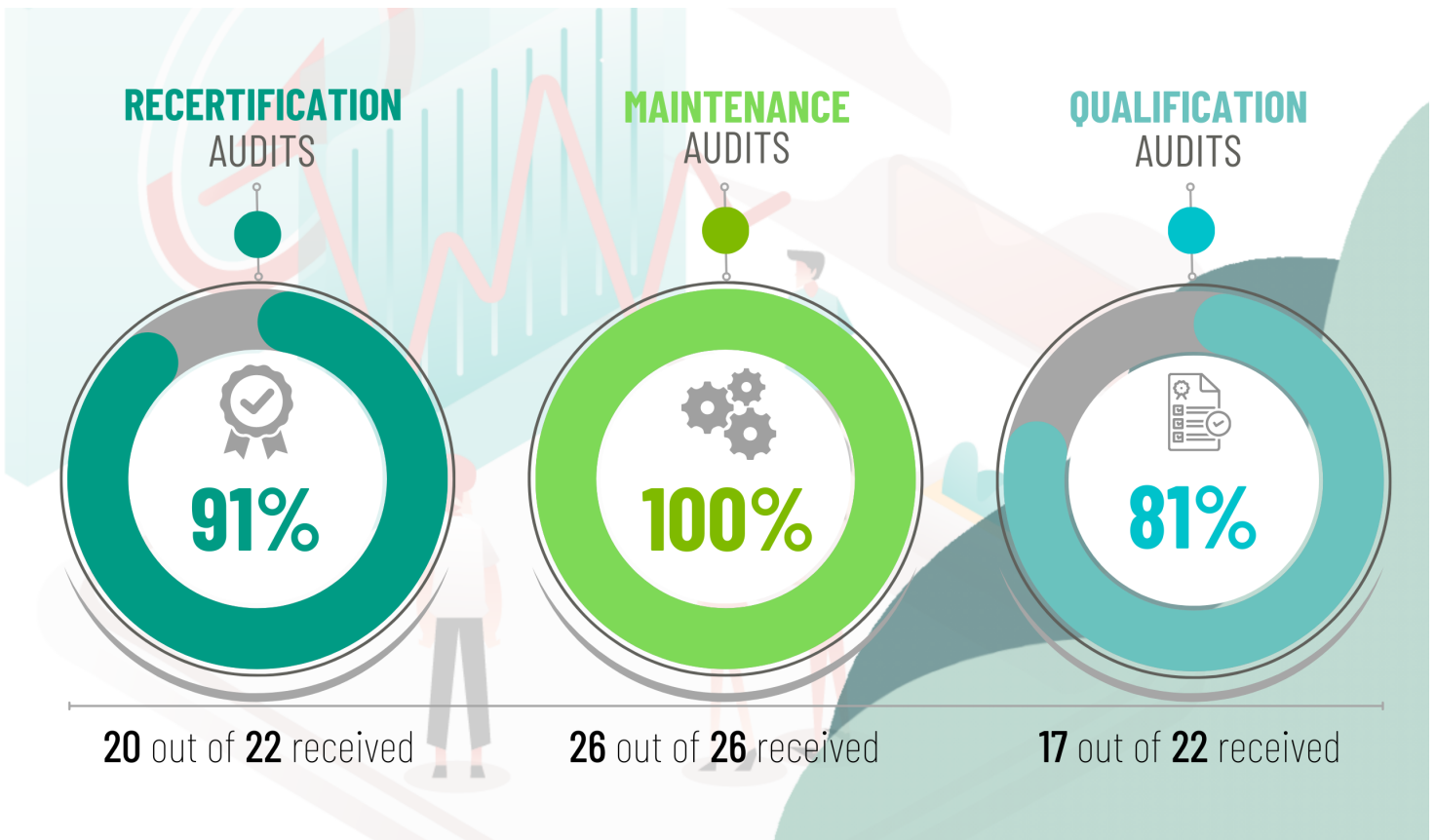
**COR Connections | January 2023**

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## **COR Audits By the Numbers**



## Internal Auditor Certification

Are you looking to certify one or more of your employees as an internal auditor?

The first step is choosing the right person(s) to become certified. How do you decide? Review the following document to assist you in choosing the right employee(s) to become an internal auditor.



[Read more](#)

## Mark your calendar! Auditor Training dates available now!

Heads up, auditors! Training dates have now been scheduled for Occupational Health & Safety Basics (OHSMS), Auditor Training and Auditor Refresher!

OHSMS is the prerequisite that must be successfully completed in order to attend Auditor Training. Click the courses below to check available dates.

- [Occupational Health & Safety Basics \(OHSMS\)](#)
- [Auditor Training](#)
- [Auditor Refresher](#)



## Conducting COR Audits in 2023

Getting back to normal! 2023 audits will go back to pre-pandemic audits. This means:

- 12 months of documentation must be reviewed.
- Audits must include Documentation, Interviews and an Observation Tour
  - Documentation review - can take place on-site and/or remotely
  - Interviews - can be conducted on-site and/or remotely
  - Observation Tour – can be conducted on-site and/or remotely.  
*Note remote observations must be pre-approved by CCSA.*
  - A combination of on-site and remote documentation review and interviews can be used.
  - On-site or remote audits - must be decided between the employer and the auditor.



It is strongly recommended that audits are completed and submitted to the CCSA no later than **November 30**.

**Remember:** Data Gathering is a maximum of 45 days (although many members do not require that long) and must be completed in the following order:

- Pre-audit meeting (Starts your 45-day clock)
- Familiarization tour (if required)
- Documentation review
- Interviews
- Observation Tour
- Post audit meeting (Ends your 45-day clock)

You then have 21 days to write and submit your completed audit tool. The write up happens **AFTER** your data gathering activities have been completed.

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**Contact us**

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



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