COR Connections | March 2024

In this month's edition...

AuditSoft Updates

As previously communicated, CCSA has officially partnered with both [AuditSoft](#) to provide AuditSoft as our Audit Tool of choice!

You may be thinking, *"Well, as an auditor, what does this mean for me?"*

Ultimately, it means that going forward, **all CCSA COR Audits will be created with AuditSoft.** Auditors are expected to utilize the AuditSoft software for all CCSA COR audits, and any audits completed on the Excel-based Audit Tool will no longer be accepted.

AuditSoft Training Requirements

We strongly encourage ALL auditors to retake the AuditSoft training. AuditSoft Training can be accessed here: https://www.safetyvantage.com/course-catalog/auditsoft/ Please follow the steps to create an account with SafetyVantage. Additionally, please note that you will have to set up a separate AuditSoft account for your audit; these 2 accounts are not linked.

Aside from training, AuditSoft has a comprehensive, self-service support site for

auditors to seek answers to any questions they may have regarding the use of AuditSoft and are highly encouraged to do so. There is also a Help button within the tool for support and the ability to create a support ticket.

Suppose you already have experience with the AuditSoft application and feel confident using the software for your upcoming audit. In that case, you do not have to complete the AuditSoft training offered by SafetyVantage. Lastly, AuditSoft is only compatible with Windows OS; AuditSoft is not compatible with Mac OS.

AuditSoft Training Dates

Together with AuditSoft, CCSA will be hosting limited virtual instructor-led AuditSoft training. For those that prefer instructor-led training, limited sessions will be held on March 27th at 10:00 am and 2:00 pm and early September (date and time to be confirmed). You will receive an email with the event information. Auditors are encouraged to complete the AuditSoft online training mentioned above and come ready to ask questions.

Practicing Your Audit with an Evaluation License

If you would like to practice an audit (before beginning your actual audit) you can enter "Evaluation" into the legal name and use a mock type/sandbox environment to practice your audit. Auditors must be careful that if they choose to use the evaluation tool, this evaluation area CANNOT be used to create an actual audit report; if an auditor accidentally writes up their actual audit report in the evaluation area, then they cannot submit their audit report and will re-write the report under the correct license request.

Creating Your Real Audit with a License Request

Audits must first be registered by the employer before an AuditSoft license is obtained. The CCSA COR team will not approve license requests until after the audit registration has been received. When completing your actual audit, auditors must request a license from the CCSA. It is imperative for the auditor to ensure the correct spelling of the organization's legal name. Once you request a license, it comes to the COR team for approval. The COR team checks the license-request system multiple times per day to ensure licenses are approved as soon as possible. .
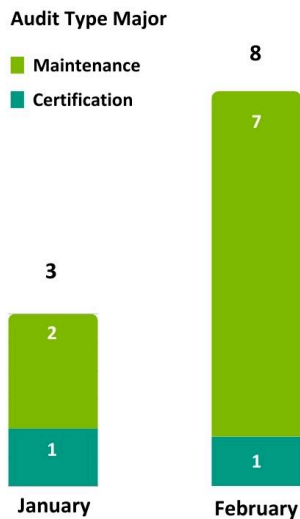
Course Schedule Reminder

These are the only dates for 2024 Auditor Training! Make sure to enroll soon if you're interested, we anticipate the spots will go fast.

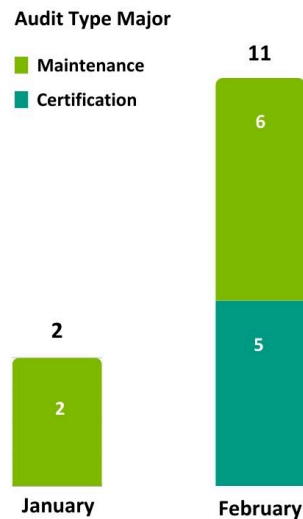Wed May 15 & Thurs May 16
Wed May 29 & Thurs May 30
Wed Jul 24 & Thurs Jul 25
Wed Aug 20 & Thurs Aug 21

COR Audits by the Numbers

Registered Audits by Month of Registration - 2023

Audit Type Major
- Maintenance
- Certification

	January	February
Total	3	8
Maintenance	2	7
Certification	1	1

Registered Audits by Month of Registration - 2024

Audit Type Major
- Maintenance
- Certification

	January	February
Total	2	11
Maintenance	2	6
Certification		5

Questions?

If you are unsure about the AuditSoft communication above, please contact the CCSA COR team for support at COR@ab-ccsa.ca.