# Pre-Audit Meeting Agenda

AGENDA

**Date:**

**Time:**

**Location:**

**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 | *lead auditor* |
| **Standards**   * COR Maintenance audit - minimum 60% overall; COR Certification audit – 80% overall and no less than 50% in any one element * 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: AuditSoft. | *lead auditor* |
| **Audit Process**   1. Pre-audit meeting 2. Documentation review 3. Interviews representatives of all levels in all areas 4. Observational Tour 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.