

# CONDUCTING AN AUDIT

How long will an auditor need to conduct an audit?

The length of time to conduct an audit is based on the size and complexity of the employer. If the auditor uses the maximum timelines allowed, **the entire audit process could take up to 4 or 5 months.**

## DATA GATHERING ACTIVITIES

The auditor has up to 45 calendar days to complete the data gathering.

**Data gathering activities start with a pre-audit meeting and familiarization tour.**

The following is an example for a site with 75 employees:

### DOCUMENTATION REVIEW

Review of both corporate and site specific documents

*Documentation review will take approximately 2 - 3 days*

### INTERVIEWS

Interviews of all levels of employees, each take between 30-45 minutes, allowing approx. 12 interviews a day

*Based on 75 employees, 21 interviews will need to be conducted. This would take 2 days*

### OBSERVATION TOUR

Walk through of the work site to observe and confirm specific questions from the audit tool

*Observation tour will take approximately 2 hours and is the last part of the data gathering*

## WRAP UP

The last day of data gathering activities include the auditor(s) compiling the information and **holding the post audit meeting.**

Auditor(s) then write up the audit report and submit to CCSA for Quality Assurance (QA) process.

### AUDIT REPORT WRITING AND SUBMISSION

The auditor has up to 21 calendar days after data gathering is complete to write the report and submit it to CCSA

### QUALITY ASSURANCE REVIEW

Typically 5-7 business days  
In November to February (peak season)  
10-14 business days

### QUALITY ASSURANCE CORRECTIONS

The auditor has up to 15 calendar days per review to complete revisions and as many reviews needed within 90 days

## FINAL AUDIT REPORT

Once the final revision of the audit is approved by the CCSA, the lead auditor emails the final Audit Report PDF to the employer and audit contact.

