COR Connections | November 2024

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Making Corrections to Your Audit Revisions

When an auditor receives their audit back for corrections, there are 2 documents which will be included. One is the QA Reviewer Form, and the other is the Audit PDF. These are sent via the AuditSoft system, and the auditor who wrote the audit report should receive an email notification for this.

The QA Reviewer Form

There are 3 areas to the form: General Comments, Elements and Overall Report. Please be sure to read all sections of the form, including the General Comments (if any).

- Some QA Forms will include **General Comments** and auditors should read these carefully as comments may include important information for coaching,

as well as some necessary corrections.

- Each element section lists affected Question #'s and the element QA score. In these sections, the assigned QA Reviewer checks for scoring applied appropriately, validation methods applied as per guidelines, justification notes adequately justifying the scoring, consistency between notes and score awarded, contradictions existing between strengths, as well as program strengths and suggestions for improvement being appropriate for the notes/scoring within an element.
    - **Critical errors are bolded with a peach background and all critical errors are required to be fixed in order to pass the QA Review.**
    - Unlike the critical errors with a peach background, any errors with a white background can be corrected at the auditor's discretion and do not require a correction; however, it is strongly encouraged that all corrections with a white background are also completed.

Review of Audit Report (Documentation, Interviews & Observation)

Employer: Employer Name
QA1 Reviewer: Select reviewer
QA2 Reviewer: Select reviewer

General Comments (not req.)

Critical errors are bolded with a peach background. All critical errors must be fixed in order to pass the QA review.

Element 1	Score		Draft #	Question #'s	Comments
Scores are applied according to audit instructions/guidelines. *(1 point per question)*		0-13	1		
Validation methods applied as per instructions. *(1 point per question)*		0-13	1		
For each question, notes adequately justify the scoring and there is consistency between notes and score awarded. *(4 points per question)*		0-52	1		
Contradictions exist between one question and another. *(-5 for each question affected)*			1		
Program strengths are noted for the element and are appropriate to the notes and scoring. *(Rating: 0, 5, 10)*		/10	1		
Suggestions given are clear and actionable and appropriate for the notes/scoring for the element. *(Rating: 0, 5, 10, 15, 20)*		/20	1		
Element Total:	0	108	0%	Running Total:	0

- **The Overall Report section** contains 5 parts, all of which have a peach background meaning they must be corrected in order for the audit to pass the QA Review. This section includes contradictions between one element and another, element scores being calculated incorrectly, the total QA score, the report having a minimum amount of grammar and spelling errors, the

Executive Summary containing key suggestions for improvement and the summary score sheet accurately representing overall scores.

Overall Report	Score		Revision #	Question #'s	Comments
Contradictions exist between one element and another. (-15 for each instance)	0		1		
Element score calculated incorrectly (-5 for each miscalculation identified)	0		1		AuditSoft automatically calculates the element score.
Total Deducted:	0			**Total:**	948
				Percentage:	100%

The following items are to be scored "Yes" or "No". All items must be scored "Yes" before the report can be approved by the Certifying Partner.

Overall Report	Y/N		Revision #	Comments
Report has a minimum of grammar and spelling errors.	Yes		1	
Exec. Summary includes key suggestions for improvement and key process strengths.	Yes		1	
Summary Score Sheet accurately represents overall scores.	Yes		1	

The Audit PDF

For an explanation on the corrections required, auditors must reference the Audit PDF for Sticky Notes/Comments. To do this, auditors must open the Audit PDF in Adobe Acrobat and review the Sticky Notes/Comments for explanations on required corrections. The assigned QA Reviewer's name will show up at the top of the comment. Ensure to read these comments carefully, in addition to the information on the QA Form. Please do not reply to the Sticky Notes/Comments, - Auditors should make the corrections to the best of their ability, and if auditors have any clarifying questions, and/or need help understanding a required correction, they can always contact COR@AB-CCSA.ca for support.

2.14	Do site-specific hazard assessments involve affected employees at the work site? (0-10 points)	Method	Percentage	Points
	Interview	%	/10

GUIDELINES
Verified by manager/supervisor and worker interviews.

Interviewees must be able to describe how they participate in the site-specific hazard assessment process.

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faye   12:29 PM
2.14 Validation Error (Non-critical)

Add a reply

Remember: All audit submissions, including corrections from the QA Review, must be submitted through the AuditSoft system.

Audit Tip of the Month: Moving Audit Files

An auditor may encounter a situation where they choose to work on an audit during work hours and at home. To transfer the file from a work computer to a personal computer, the auditor should:

1. Right click the .ASA file

2. Compress to ZIP file
3. Send the File as an attachment as an email.
4. Repeat the process when moving the file back to the next workstation.

The most important part of this is ensuring to zip the file before transferring it to ensure all the information is transferred properly. To zip a file:

1. Save .asa file to your computer
2. Right-click on the file
3. Click Compress to...
4. then click on the ZIP File option.

An alternative option for easily transferring audit file data is to purchase a Cloud Backup. AuditSoft Cloud Backup stores a replica of all local backup files on a cloud server, and these files are kept indefinitely or until an auditor deletes them.

Additional audit soft information can be found here:

- [Local and Cloud Backup by AuditSoft for Data Protection](#)
- [AuditSoft Cloud Backup | AuditSoft](#)
- [Local Backup vs Cloud Backup | AuditSoft](#)

It is also important to note that saving in the OneDrive/Shared Drives may result in the file not being saved correctly. Saving a file in a USB stick may also corrupt the .ASA file. Audit Soft recommends saving a copy once the Auditor has completed the file just as a precaution.

What to Include in the Employer/ Company Profile

Auditor notes need to include an employer profile/brief description of the operations of the company to meet the guidelines of **Partnerships Standard 2.2.7**. This employer profile/brief description should be included in the Employer/Company Profile section of the audit. The purpose of the description of operations is to paint a picture of what the day-to-day tasks look like.

In the 'Employer/Company profile' section, please include information about the organization, such as,
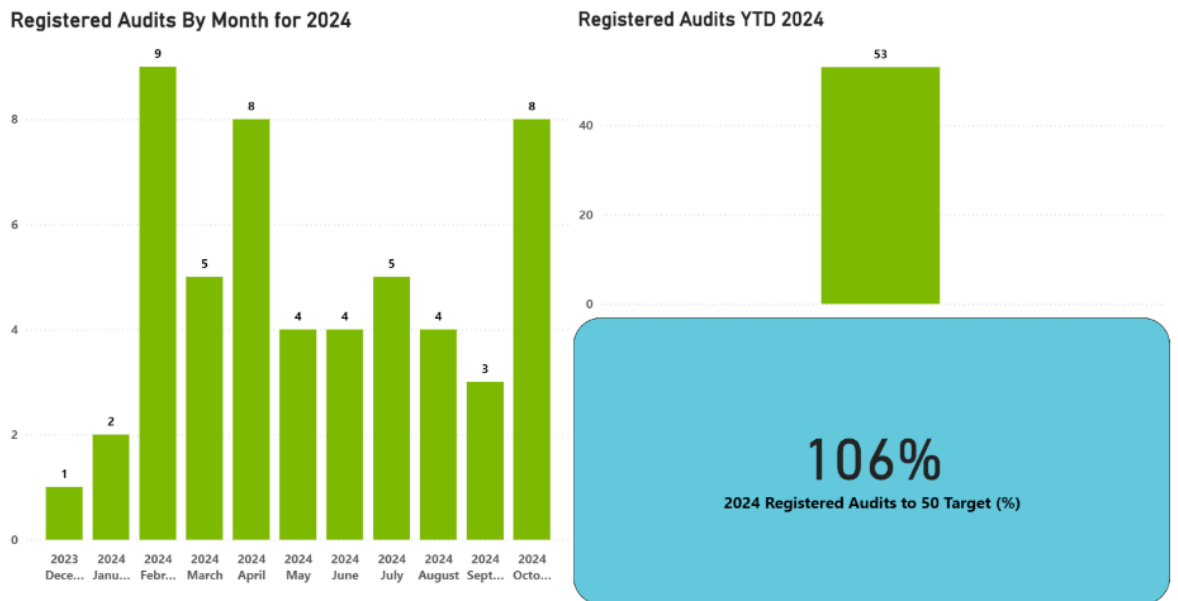
- the type of work conducted, including positions and key locations,
- a brief overview of the organization's operations and history,
- how many sites in total,
- how many employees in total,

- any new sites in the scope of the audit (number of sites in scope and interviews)

Note: For COR Certification Audits only (not Recertification or Maintenance), please include how long the organization has had a Health and Safety Program

- 1 – 3 years, or
- 3 – 5 years, or
- 5+ years
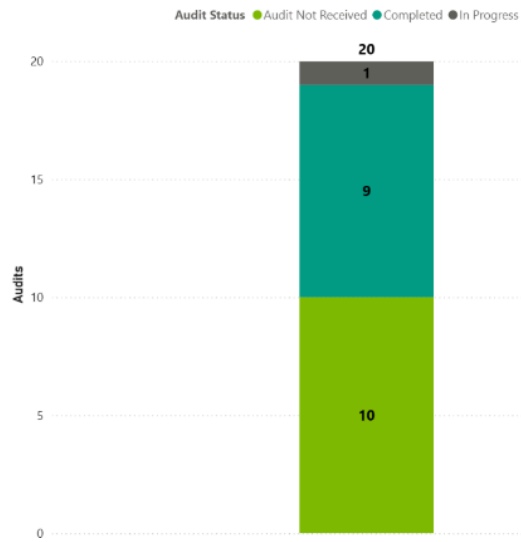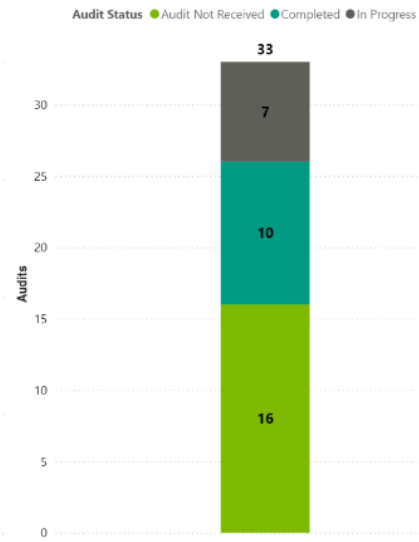
COR Audits by Numbers - 2024 YTD

Registered Audits By Month for 2024

Registered Audits YTD 2024

53

106%
2024 Registered Audits to 50 Target (%)

Registered Audits

Registered Certification Audits By Status

Audit Status ● Audit Not Received ● Completed ● In Progress

Audit Year
2023 | 2024

Registered Maintenance Audits By Status

Audit Status ● Audit Not Received ● Completed ● In Progress

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