# 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.