COR Connections | January 2025

In this month's edition...

- It's Never Too Early to Start Planning Your Audit for the Year!
- Audit Tip of the Month
- COR Audits by Numbers - 2024

It's Never Too Early to Start Planning Your Audit for the Year!

2025 is here! Don't forget to decide on a date to conduct your 2025 COR Audit. Once your audit date is set, visit our website to register your audit.

If you are in a **Re-Certification Audit Cycle Year**, we encourage you to view CCSA's Certified External Auditors list to schedule/ register your audit before our External Auditor's schedules fill up!

COR Audit Registration

Audit Tip of the Month

Auditors must include the correct validation technique for the score awarded (Partnerships Standard 1.15.1.3)

Each audit question's guidelines will state the validation method used to validate the audit question. In justification notes, the auditor must include whether the findings were validated by documentation review, interviews, observations, or a combination of them.

- For Example:

    - "The auditor validated through documentation review..."
    - The auditor interviewed employees. Interviewees stated..."
    - "The auditor conducted observation tours at X and Y sites. The auditor observed..."

Auditors should not be including different validation methods outside of those in the audit question's guidelines. For example, if an audit question is only validated by interviews, then the auditor cannot include findings from documentation review and observations.

Auditors should be mindful of their wording in justification notes and how verbiage can be interpreted by an end-reader. For example, "The auditor observed documentation..." seems like an observation validation technique when it was intended to be a documentation review.

Justification NOTES !!!
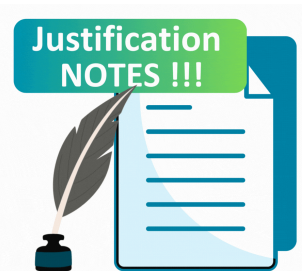
Auditors must include specific examples/details to support their findings (Partnerships Standard 1.15.1.5)

Each justification note needs to include examples/details to support the findings. Examples can be specific quotations from a policy/process, direct quotations of interviewee responses, and detailed observation findings.

- *For documentation review:*

    - Directive document examples could look like directly quoting from a policy/process to substantiate the findings. Note: 1-2 sentences of direct quotations are more than enough, and auditors should not be copying/pasting large sections of organization documents.
    - Operational records could look like providing dates, course names, specific findings from inspections or investigations, meeting topics, or any

other relevant details found.

- Simply stating "the policy met the content criteria" is not a specific example to support findings.

- *For interviews:*

  - Auditors must provide direct quotations of interviewee responses in the justification note to substantiate findings. Note: Remember to include examples of negative responses too.

- *For observation tours:*

  - Auditors must provide detailed findings, such as, which areas were observed, which employee role was observed using a control and during which task, number and type of first aid kits, types of corrective actions observed, and any other relevant items observed.
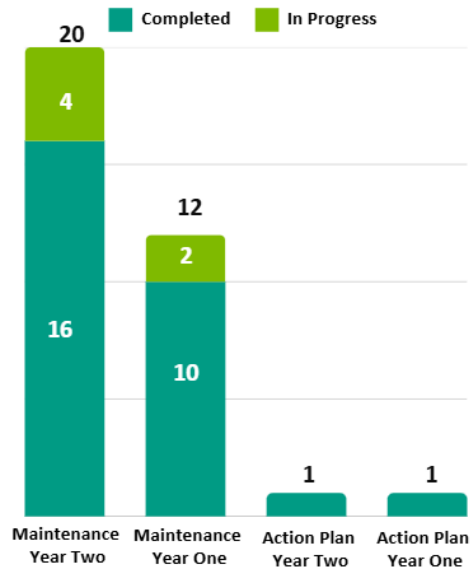
COR Audits by Numbers - 2024

Registered Certification Audits by Status
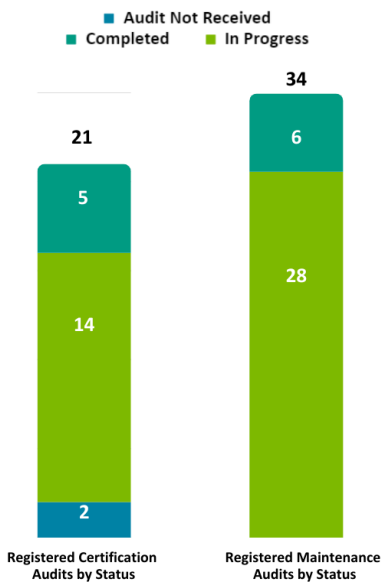
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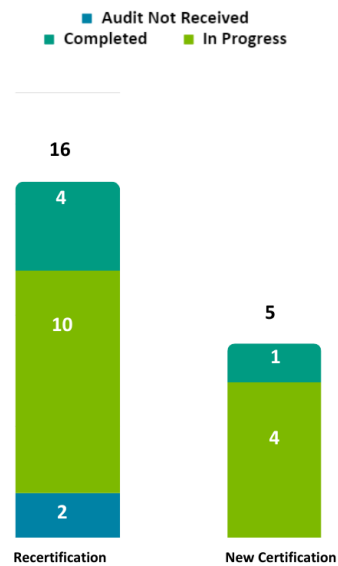
Registered Maintenance Audits by Status

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