

## **COR™ External Auditor Endorsement Process**

### **Terms and Definitions:**

1. NSNY COR™ External Auditor:

An individual who has been deemed qualified (endorsed) by Northern Safety Network (NSNY) to carry-out and submit certifying and/or re-certifying COR™/SECOR™ external audits for Yukon companies. Once final endorsement has been granted, the auditor will be listed on NSNY website, clearly identifying the contract/relationship with the NSNY.

2. Prospective Auditor:

An individual who has submitted an application, has the outlined Requirements to become an endorsed NSNY COR™ External Auditor, and has received direction from the NSNY to begin the external auditor endorsement process.

3. Co-Audits:

A Co-Audit is an audit performed by a Prospective Auditor and the NSNY COR™ External Auditor. To initiate a Co-Audit, a Prospective Auditor must engage an endorsed NSNY COR™ External Auditor to:

- Carry-out a joint audit with the Prospective Auditor;
- Review the audit before it is submitted to NSNY; and
- Evaluate the Prospective Auditor using the Auditor Evaluation Tool and submit to the NSNY. (Appendix B).
- After reviewing all documentation the NSNY will advise the Prospective Auditor of the next step.

4. Mentored Audits:

This is the qualifying audit for NSNY endorsement of external auditors. To initiate a Mentored Audit, a Prospective Auditor must engage an endorsed NSNY COR™ External Auditor to:

- Shadow the Prospective Auditor during the observational tour;
- Review the audit prior to submission to NSNY; and
- Evaluate the Prospective Auditor using the Auditor Evaluation Tool.

**There may be a cost to the Prospective Auditor associated with engaging a NSNY COR™ External Auditor for the Mentored Audit/Co- Audit. This arrangement will be made between the two (2) parties.**

## **Requirements to become an endorsed NSNY COR™ External Auditor**

All NSNY COR™ External Auditors must meet the following criteria to be endorsed by NSNY:

- hold a recognized health and safety designation and demonstrated competency through work experience/education;
- Have a minimum of three (3-5) years of experience implementing, managing and maintaining health and safety programs; experience will be confirmed through resume and reference checks.
- be able to apply the knowledge and skills gained through education, experience, specific auditor training and audit experience in the following areas:
  - a) Audit principles and techniques; and
  - b) Experience and working knowledge (in the field) of a Health and Safety Management System.
- Hold valid certificates in COR™ courses;
- Have written and verbal communication skills suitable for interacting with workplace parties at all levels.
- Meet any applicable legal and other requirements.

## **NSNY COR™ External Auditor Endorsement Process**

The following process will be followed:

1. The NSNY COR™ External Auditor Application for Endorsement, along with the applicant's resume and , must be submitted to NSNY for review.
2. Once the review has been completed and the application approved, NSNY will contact the applicant to arrange an interview with the applicant and NSNY personnel.
3. Once the interview has been completed, the applicant will be advised by NSNY whether they have been approved to continue with the endorsement process.
4. NSNY will assist, if necessary, the applicant with engagement of a NSNY COR™ External Auditor to complete the Co-Audit with.
5. Once the Co-Audit has been completed and it has been reviewed and signed off by NSNY along with the evaluation, the applicant will be advised in writing whether to proceed to the mentored audit.

6. The Prospective Auditor must successfully complete a Mentored External Audit as the primary auditor for review and acceptance by NSNY. NSNY will assist if necessary, the applicant with engagement of a NSNY COR™ External Auditor for the Mentored Audit.  
Please note: Best practice is that the Mentored Audit is carried out with a different NSNY COR™ External Auditor than the one who the Prospective Auditor performed the Co-Audit with. It is understood by NSNY that there may be circumstances in which this cannot happen. If this is the case NSNY must approve that the same auditor can be engaged.  
If Prospective Auditor activities are deemed not meeting the requirements based on the COR™ Prospective Auditor Evaluation Checklist, the Prospective Auditor will be required to carry-out another Mentored Audit.
7. Upon successful completion of the Mentored Audit, a recommendation will be made to the NSNY Board of Directors and final decision to endorse a Prospective Auditor as a new NSNY COR™ External Auditor will be made pending approval from NSNY Board of Directors.
8. Endorsement fee: \$500.00 + GST

\*NSNY may require the Prospective Auditor to perform an external audit with NSNY personnel prior to the final recommendation for endorsement.

\*NSNY reserves the right to engage the Audit Review Committee (ARC) if circumstances or situations arise that go beyond the scope of the established endorsement process.

### **Maintaining NSNY External Auditor Endorsement**

To maintain current NSNY External Auditor Endorsement, all auditors must;

- complete at least two external audits annually as the primary auditor;
- abide by the NSNY COR™ External Auditor Agreement and Auditor Code of Ethics;
- engage in 75 hours of professional development and provide proof of annual updates (i.e. newly completed courses, health and safety work for industry, safety meetings and conferences) in the field of Health and Safety Management to be submitted to NSNY in January;
- Ensure that all designations and certifications are kept valid.
- As the COR program evolves it may be necessary for external auditors to complete additional requirements.

### **COR™ External Auditor Application for Endorsement**

Name:	
Business Name (if applicable):	
Address:	
Phone #:	Cell #:
Email:	

Please accept my application for the COR™ External Auditor Endorsement.

**Check all that apply to you:**

- I hold a current COR™ external auditor certification with a Canadian Federation of Construction Safety Association (CFCSA) partner.
- I have a combination of education and experience with management and implementation of health and safety programs.
- I hold a recognized health and safety designation.
- I have included a copy of my most recent audit for review.
- I have enclosed my resume along with proof of my training and certifications.

Yes, I have read and understand the NSNY COR™ External Auditor Endorsement requirements and I would like pursue NSNY COR™ External Auditor endorsement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office use only:

Documentation reviewed and accepted:  Yes  No

Initial meeting date: \_\_\_\_\_

\_\_\_\_\_  
NSNY COR Coordinator

\_\_\_\_\_  
Date:

\_\_\_\_\_  
NSNY Executive Director

\_\_\_\_\_  
Date:

*Please note: a \$500.00 fee paid to NSNY applies upon final endorsement.*

