

LARGE EMPLOYER COR AUDIT PROCESS

Organization registers for COR by completing Application form

- At least one person completes the SMS course online
- NAO's pay fee

Auditor selected (External or Certified Internal)

- Auditor submits Notice of External Audit
- Notice submitted at least two weeks prior to start of audit
- BCMSA admin issues Audit key

Audit Commences

- 45 days to complete the on-site audit activities
- Informal close-out meeting last day on-site
- Last day on-site is the Certification date, if successful
- 30 days after last on-site day to complete the report

Audit submitted to BCMSA for review

- BCMSA reviews within 2 weeks, auditor makes any changes required

Auditor holds final close-out meeting with Organization

- Delivers final Report
- Organization submits Action Plan within 30 days of final meeting