



## NOTICE OF AUDIT

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

☐ **External Audit**      ☐ **Internal Audit**      ☐ **Student Audit**

**Note: Each auditor participating in this audit must use their own Audit Tool.**

This document must be submitted to the British Columbia Municipal Safety Association (BCMSA) at least 2 weeks before the start of any external audit.

### Organization Information

|   |                       |
|---|-----------------------|
| Organization Name                         | WSBC Account #        |
| First & Last Name of Organization Contact | Classification Unit # |
| Title                                     | Contact Email Address |
| Contact Phone Number                      | Contact Fax Number    |

### Auditor Information

|  |  |   |  |
|--|--|---|--|
| 1 <sup>st</sup> Auditor Name   |  | Auditor Certification #<br>(n/a if student) |  |
| Email  |  | Phone                                       |  |
|  |  |   |  |
| 2 <sup>nd</sup> Auditor Name   |  | Auditor Certification #<br>(n/a if student) |  |
| Email  |  | Phone                                       |  |
|  |  |   |  |
| If three (3) or more auditors will be participating in this audit, please list them on an additional form. |  |   |  |

### Audit Information

☐ Certification      ☐ Maintenance      ☐ Re-certification      ☐ Limited Scope

|                            |                            |                              |
|----------------------------|----------------------------|------------------------------|
| Expected audit start date: | Estimated completion date: | Estimated report submission: |
|                            |                            |                              |

### Type of COR Audit

☐ Health and Safety      ☐ Stay at Work/Return to Work      ☐ Both

### Additional Comments:

Submit completed form to: Dale Seth, COR Administrative Assistant  
BC Municipal Safety Association

E: [dseth@bcmsa.ca](mailto:dseth@bcmsa.ca)  
F: 778-278-0029

BCMSA Office Use Only      ☐ BCMSA has verified auditor status