

REQUEST FOR LIMITED SCOPE AUDIT

A limited scope audit can be used if an organization fails its external audit, due to minor deficiencies in its Health and Safety Management System. The external audit score must have been at least 70%, with no more than two failed elements in order for a limited scope audit to be considered. The limited scope audit is only used to review deficient areas of the management system; it is not a complete re-audit.

The overall audit score: _____ (must not be less than 70%)

Number of elements that failed: _____ (No more than 2 elements can fail)

Legal Name of Organization:

WorkSafeBC Account Number:

WorkSafeBC Classification Unit:

Name of CAO:

Name of H&S Contact:

Contact Phone Number:

Contact Email Address:

Contact Cell Number:

Fax Number:

Number of Employees:

Main Office Address:

City/Town:

Postal Code:

Submitted by: _____ Date Submitted: _____

Signature: _____

The limited scope audit will be conducted by an external certified auditor, using specific questions from the audit tool, determined by the BCMSA. The decision on whether to use the original auditor will be made by the BCMSA, the municipality audited and the original auditor. If the original auditor is not used, it is the responsibility of the municipality to obtain another suitable auditor to perform the audit.

The organization must request a Limited Scope Audit within thirty (30) days of failing the audit (based on the last on-site date). There is a 3 month time limit from the last on-site date to complete the Limited Scope Audit and submit those findings to the BCMSA.

Submit completed form to:

Dale Seth, COR Program Administrator
BC Municipal Safety Association
F: 778-278-0029
E: dseth@bcmsa.ca