

**LOCAL GOVERNMENT
CERTIFICATE OF RECOGNITION PROGRAM**

AUDIT PROCESS

SMALL EMPLOYER (<20 EMPLOYEES)

1. Organization completes and submits the application registration form <https://www.bcmsa.ca/what-we-do/cor/process-and-forms/>
2. Organization forwards a copy of the Safety Program to the BCMSA for review (optional).
3. Organization selects and hires a certified external auditor or ensures internal auditor has required certification.
4. Auditor conducts the audit and submits report to employer and BCMSA.
5. BCMSA will perform a quality assurance review (paper review) within one week.
6. If Employer audit is successful, BCMSA will notify WorkSafeBC.
7. WorkSafeBC will process rebate.
8. Organization conducts maintenance audit in years 2 & 3 - must be submitted to BCMSA within thirteen months of previous audit.
9. WorkSafeBC rebates will continue in years 2 and 3 if maintenance audits are successful and submitted and employer continues to qualify.
10. Recertification audit by internal or external auditor conducted in year 4.