

LARGE EMPLOYER COR AUDIT PROCESS

1. Organization registers for COR by completing BCMSA's Application Form.

- Ensure that a Senior Management Member from your organization has completed the BCMSA Safety Management Systems course and provide proof with submission of the application.

2. Select your Auditor (External or Certified Internal) & Submit a Notice of Audit.

- Auditor will fill out and submit a Notice of Audit to the BCMSA **at least 2 weeks prior** to the audits intended start date.
- A Notice of Audit meeting will be scheduled with our COR Specialist and the selected auditor **THEN** BCMSA will approve access to the audit tool.

3. Audit Commences.

- An auditor has **45 days to complete all on-site audit activities** starting from the first day on-site.
- An auditor then has **30 days after the last day of on-site activity to submit the executive report** to the BCMSA.
- The last day on-site is the Certification date, if successful.

4. Audit submitted to BCMSA for review.

- Once the Audit has been submitted via AuditSoft, BCMSA will begin its review (within 2 weeks).
- The auditor will make any changes required by the reviewer.
- The audit reviewer will notify the auditor of its acceptance.

5. Auditor holds final close-out meeting with Organization.

- The auditor will deliver the final report to the organization.
- The organization is required to submit an Action Plan **within 30 days of the audit reports acceptance** to the BCMSA.
- The BCMSA will review the submitted action plan and confirm its approval, **THEN** will issue the appropriate acknowledgement.