



PARTNERSHIPS SMALL EMPLOYER AUDIT INSTRUMENT

SWORN STATEMENT

The undersigned auditor, under oath, under penalty of perjury, certifies that the attached information furnished in this application is true and correct.

Date

Name of Auditor

Signature of Auditor

Subscribed and sworn to before me, this ____ day of _____, 200_

Commissioner for Oaths

Expiry Date

Date

Name of Audit Reviewer

Signature of Reviewer



Alberta Municipal Health and Safety Association

Small Municipal Employer (Self Audit) Checklist

Small Municipal Employer Information

Purpose of Audit: (make an X or double click in the appropriate checkbox below)

- Small Municipal Employer Self Audit for Certificate of Recognition (year 1)
- Small Municipal Employer Certificate of Recognition Maintenance Self Audit (year 2 & 3)
- Small Municipal Employer COR RECERTIFICATION (year 4)

Municipality As it is to be entered on COR			
Address			
City/Town		Postal Code:	
Phone & Area Code		Fax:	
E-mail			
Contact Name & Title & Phone Number			
WCB Number		Industry Code (s):	
Audit Instrument Used		Audit Completion Date:	
COR Number and Expiry date			
On-site data gathering start date		On-site data gathering end date	
Total number of worksites		Were worksites active when audited	
Description of worksites			
Certifying Partner	Alberta Municipal Health and Safety Association "AMHSA"		

Alberta Municipal Health and Safety

Small Municipal Employer (Self Audit) Checklist

Auditor Name Information

Auditor Name			
Municipality			
Address		Postal Code	
Phone & Area Code		Fax	
E-mail			
Training Date			
Date of Last Self Audit			
*** Please include a copy of WCB's PIR registration form with the completed audit. ***			

Small Municipal Employer Information

Your municipality currently employs _____ employees total.

The definition of a 'Small Municipal Employer' for the purposes of the Small Employer Certificate of Recognition (SECOR) is:

A small employer is defined as 10 or fewer employees inclusive of anyone whom directly affects the outcome of the employer's work (chief administrative officer, chief executive officer, administrator, seasonal, part-time and temporary). This employee number cannot exceed 10 at any given point in time.

Your signature below certifies that if your municipality ever falls outside this definition, you will contact The Alberta Municipal Health and Safety Association immediately to determine the status of your Certificate of Recognition.

Signature of CEO or CAO

Date

SMALL EMPLOYER CERTIFICATE OF RECOGNITION PROCESS

