

Audit Submission Reminders

Once the audit workbook is completed, the information must be sent to AMHSA for QA review. Please do not provide the municipality with their audit results until your QA Analyst indicates that your audit has been finalized.

COR Certification and Maintenance Audits

The package sent to **AMHSA** must include:

- Completed Excel Audit Workbook or Auditsoft Report and .eca file
- Organizational chart

Qualification Audits

The package sent to **AMHSA** must include:

- Completed Excel Audit Workbook or Auditsoft Report and .eca file
- Organizational chart
- Pre-Audit letter
- Pre-Audit meeting minutes (including attendance record)
- Requested documentation list
- Interview notes (if recorded outside of electronic audit file) – if team audit, include team auditor notes
- Observation notes (if recorded outside of electronic audit file)
- Post-Audit meeting minutes (including attendance record)

Finalized Audits

After QA is complete and the report is approved by AMHSA, the auditor provides a PDF of both the Audit Report and Executive Summary to the municipality. Ensure you not provide the full audit workbook to the municipality.

Major Deadlines

- Contact AMHSA by June 30 to request use of an Action Plan in lieu of an internal audit (recommended by March 31 to have sufficient time to work on deliverables)
- Contact AMHSA by June 1 to request an external peer audit
- All action plan deliverables must be submitted by November 30
- All audits must be submitted to AMHSA by December 1 to be processed for that year
- Qualification audits must be conducted within 6 months of completing Health and Safety Auditor Training – AMHSA recommends within 3 months
- Limited scope audits must be submitted to AMHSA within 135 days of the initial audit data gathering end date
- Data gathering – maximum of 45 consecutive days
- Report writing – maximum of 21 consecutive days
- Revisions requested by QA Analyst – maximum of 15 days

Questions?

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