Pre-Audit Meeting

Date

Start Time:

End Time:

Attendees:

**AGENDA**

**Introductions**

**Audit Purpose**

* COR Certification/Maintenance
* Measurement of Organization’s Health and Safety Management System (HSMS) to Partnerships COR Standards

**Audit Scope**

* Organization-wide

**Audit Process**

* Pre-audit meeting (Feb 1, 9AM)
* Documentation review (Feb 1-2, 8AM – 4PM)
* Interviews representative of all levels in all departments (Feb 3-4, 8AM – 4PM)
* Observational tours (Feb 5, 8AM – 10AM, escorted by John Samson)
* Post Audit meeting (Feb 5, 9 AM, high level strengths and opportunities for improvement

**Audit Deliverables**

* Audit Report
* Executive Summary

**Audit Standards**

* COR maintenance audit - minimum 60% overall (COR Certification/Recertification Audit – 80% overall and no less than 50% in any one element)
* Auditors – Subject to quality assurance through certifying partner (AMHSA). 80% overall and no critical errors to pass and be processed for COR.
* Auditor Code of Ethics and confidentiality
* The audit standard and audit instrument to be used

**Dangerous Work**

* If encountered, a supervisor will be notified immediately

**Questions?**