



COR TEAM AUDITS: Multiple Certified Auditors

COR internal auditors are permanent employees of your company who lead the COR process. To become a certified internal auditor, an employee needs to complete auditor training and perform a student audit to ensure they're knowledgeable about the COR process. A larger or more complex company may have multiple internal auditors.

WHEN WOULD A TEAM AUDIT INVOLVE MULTIPLE CERTIFIED AUDITORS?

If your company has more than one certified internal auditor and two or more of them will be involved in the maintenance-year audit, the auditors will work as a team to conduct the audit. For example, this might occur if your company has auditors at several different sites around the province or your business is diverse enough that one auditor won't be able to understand all of the company's activities. Lots of hotels and ski resorts have more than one auditor because those organizations have many varied departments and plenty of seasonal variation in activities.

If a student auditor is going to be involved in your maintenance-year audit, see the infosheet *Mixed Student and Certified Auditors*.

HOW CAN WE CONDUCT THE AUDIT?

There are several ways you can divide your audit between two or more auditors.

By site — Assign a different auditor to each company location.

By activity — Assign a different auditor for each company activity. For example, if you have a hotel with a golf course, it might make sense to have two different auditors with specialized knowledge in each of those subject areas.

By department — Assign separate auditors for different departments, such as housekeeping and food and beverage, or front-of-house and back-of-house operations.

By audit task — Split up tasks among two or more auditors. For example, one auditor can do the documentation part of the audit, another can do the observations, and a third can conduct the interviews. This only applies to certified auditors. Student auditors have to prove they can use the entire audit tool (including documentation, observations, and interview questions) before they can be assigned to just one aspect of an audit.

? **Did you Know?**

You only need to submit one NOAA, one executive summary, one audit tool and one scorecard for your entire team of certified internal auditors.

By questions — Two or more auditors can divide the audit questions up between them and then combine their information into one audit tool for submission.

Coordinator/lead auditor and other auditors — One auditor can coordinate the other auditors without collecting any data themselves, as long as the coordinating auditor writes the executive summary and manages the final scorecard. The coordinator/lead auditor should act as the liaison with go2HR — this includes submitting the audit package and dealing with any improvements required after the quality assurance process.

DOCUMENTATION REQUIREMENTS

There should only be one Notice of Audit Activity (NOAA), and one final audit report submission, including the following:

- Audit tool in a word document format;
- Executive summary (two pages) in a word document format;
- Scorecard (in Microsoft Excel or similar spreadsheet format).

Your NOAA and executive summary should clearly state how you divided the audit and who did each component. They should also indicate how you met the total sampling requirements.

FOR MORE INFORMATION

If you have further questions about planning your audit or would like more information, contact the go2HR Industry Health & Safety Team (safety@go2hr.ca).

For more information on the Certificate of Recognition Program, see the *COR Program Policies and Procedures Manual*.



Access
www.go2hr.ca/IHS
for more resources!

To access the latest audit forms and templates, visit the go2HR Resource Library.

There's also a COR Health and Safety Program Toolkit.