

COR TEAM AUDITS: Multiple Student Auditors



This infosheet covers COR audits that are conducted by two or more students in the same organization, with no certified auditors participating.

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.

WHEN WOULD A TEAM AUDIT INVOLVE STUDENT AUDITORS BUT NO CERTIFIED AUDITORS?

Upon completing training, student auditors are required to perform a student audit on their own organization within the following 12 months to become certified. A student audit gives students a chance to meet this requirement.

If your company is already COR certified, a successful student audit will count as a maintenance-year audit and the students will become certified internal auditors.

If your company is not yet COR certified, a student audit can still be carried out, but it will only be considered a gap analysis/focused audit of your occupational health and safety program. Information gained during this process will help your organization prepare for a certification audit.

HOW CAN WE CONDUCT A STUDENT AUDIT?

Divide the audit into logical portions for the auditors involved. You can group these portions around different areas or aspects of your company. For example, you could divide the audit up:

By site — if your company has multiple locations

By activity — if your company has a hotel with a golf course, for example

By department — such as housekeeping and food and beverage or front-of-house and back-of-house operations

Minimum number of interviews

Each student auditor will need to conduct at least 12 interviews. This is because the smallest number of employees a large employer will have is 20 people. When there are 20 employees, an audit requires at least 12 interviews, so by meeting this minimum a student auditor will be certified to audit any large employer.

Restriction on dividing up the audit

Student audits cannot be divided in the following way:

- One student completes the documentation and the other student completes the rest of the audit.

DOCUMENTATION REQUIREMENTS

Each student must complete a whole report for their portion of the audit. This includes the following:

- Audit tool in a word document format;
- All DOI methods (Document review, Observations, and Interviews);
- Executive summary (two pages) in a word document format;
- Pre- and post-audit meeting notes;
- Scorecard (in Microsoft Excel or similar spreadsheet format).

Students can discuss their reports and findings with each other, but each student's report should be their own original work.

If the company is not yet COR certified, individual student audits that are part of a team do not count for the employer's maintenance-year audit. They are only used to prove the students meet the requirements to be certified auditors.

If the company is COR certified, the student reports can be compiled into a maintenance-year audit. Once go2HR Quality Assurance has approved each student's audit, one person on the audit team will compile data from the individual reports into a final COR maintenance audit report.

The total number of audit reports will include the individual reports plus the compiled report, so it will be one more than the number of students — for example, two student audit reports plus one compiled report, for a total of three reports. This scenario assumes that the organization is COR certified already. If it isn't, there will only be the two individual student audit reports.

Notice of audit activity (NOAA)

There will also be multiple NOAAs (one more than the total number of students). Submit all the NOAAs together. Each student NOAA should only cover what that student is going to do. The master maintenance NOAA should indicate who is going where and show that the student samples add up to the required total. For example, if there are 35 interviews, the audit would be divided so that one auditor conducts 16 and the other conducts 19. (This only applies to COR certified organizations.)

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.