



## ACSA COR MAINTENANCE ACTION PLAN

### FREQUENTLY ASKED QUESTIONS

#### **What is my Company Profile?**

The company profile is a brief synopsis of company operations and scope of work, which needs to include your current number of employees and worksites.

#### **Do we need to have a certified auditor on staff to participate in the Action Plan?**

Yes. All companies must have a certified auditor on staff to participate in the COR program. Your certified auditor will likely spearhead the Action Plan process.

#### **Does my part in completing an approved Action Plan maintain my auditor status?**

Yes, as long as there is meaningful involvement within a considerable portion of the objectives demonstrated in the deliverables.

#### **How many WCB accounts can be linked to one action plan (Group Action Plan)?**

As long as all companies are approved for common ownership and conducted the last external audit together, you can complete an Action Plan with a group of companies.

#### **Are Action Plans acceptable as a maintenance option for SECOR companies?**

No. Action Plans are currently an option for COR holders only. We hope to make them available to SECOR companies in time—but we are not in that position just yet.

#### **I completed all recommendations from my last external audit in my first year action plan. Am I still required to incorporate a recommendation from the external audit in the second year action plan?**

Yes. Action Plans must always include at least one HSE Objective, based on previous external audit results.

#### **Does taking part in an Action Plan change the internal audit due date for my company?**

No. A completed Action Plan replaces the maintenance requirement of an internal COR audit and the final Action Plan submission is due by November 15<sup>th</sup>. Your next audit will remain due on the same date as your previous audit (your certificate date).

#### **Can I make changes to my action plan after it's been approved by the ACSA?**

Any changes will be considered at the discretion of the ACSA, on a case-by-case basis. Written requests must be received prior to August 31<sup>st</sup>. A formal explanation letter outlining the reasons for the changes requested must be completed and submitted on company letterhead, with approval signed by senior management.



### **What happens if I fail my action plan?**

A substandard Action Plan submission will result in having to conduct an internal COR maintenance audit before the end of the calendar year. It will also prevent your company from using the Action Plan maintenance option the year following a substandard submission.

### **What should I include in the Executive Summary?**

The executive summary should include: strengths; opportunities; recommendations; and, a brief summary of deliverables achieved. It is similar to an Executive Summary used in your standard COR audit.

### **Can I submit each deliverable individually as it is completed?**

No. We are only able to accept and process deliverables as one cohesive grouping.

### **Do I submit the action plan directly to my original Audit reviewer?**

No. All Action Plan submissions are made directly to [COR@youracsa.ca](mailto:COR@youracsa.ca).

### **Can I send everything by mail or drop off the completed submission?**

No. All submissions must be submitted electronically to [COR@youracsa.ca](mailto:COR@youracsa.ca).

**For more information regarding Action Plans, please visit our website at**

**[www.youracsa.ca](http://www.youracsa.ca)**