

CONSULTANT AUDITOR EXAM APPLICATION

Note: only approved applicants can apply to write the Consultant Auditor Exam. If interested, please complete the Consultant Auditor Application first and we will advise if you are approved to write the exam.

First Name: _____ Last Name: _____

ACSA Student ID or Date of Birth (mm/dd/yyyy): _____

Phone: _____ Email: _____

Please indicate your preferred date & time:

Edmonton

- | | |
|------------------------------------------------------|------------------|
| <input type="checkbox"/> Tuesday, May 1, 2018 | 9:00am – 11:00am |
| <input type="checkbox"/> Thursday, September 6, 2018 | 1:00pm – 3:00pm |
| <input type="checkbox"/> Wednesday, November 7, 2018 | 1:00pm – 3:00pm |

Calgary

- | | |
|------------------------------------------------------|------------------|
| <input type="checkbox"/> Wednesday, June 6, 2018 | 12:30pm – 2:30pm |
| <input type="checkbox"/> Wednesday, October 17, 2018 | 12:30pm – 2:30pm |
| <input type="checkbox"/> Wednesday, December 5, 2018 | 12:30pm – 2:30pm |

Fort McMurray

- | | |
|-----------------------------------------------------|------------------|
| <input type="checkbox"/> Wednesday, June 20, 2018 | 11:00am – 1:00pm |
| <input type="checkbox"/> Wednesday, October 3, 2018 | 11:00am – 1:00pm |

The Consultant Auditor Exam Application fee is \$100 (plus GST)

Method of Payment

- Credit Card Business Cheque (enclosed)

Please make business cheques payable to Alberta Construction Safety Association

Cardholder Name: _____ Expiry Date: _____

Card Number: _____ CVV: _____

Billing Address: _____

City: _____ Province: _____ Postal Code: _____

Cardholder Signature: _____ Date: _____

Note: Please ensure you enter your billing information as it appears on your credit card statement. At this time, failure to do so will cause the transaction to decline. Your financial institution may place the funds on hold for up to 7 days. If you have any questions or concerns, contact our Client Services department at 780.453.3311 or info@youracsa.ca.

Consultant Auditor Exam Study Guideline

March 2018



Last year, your ACSA announced important changes to the Consultant Auditor application process. The enhanced eligibility criteria for the application now includes additional training, experience, documentation, and an exam component. ACSA is committed to supporting the success of our applicants through this important transition.

This guideline is intended to assist applicants in preparing for the Consultant Auditor Exam by providing an outline of where and how to focus their studies. The guide also indicates additional materials that will be helpful to reference.

Looking for more information? Please contact your Consultant Auditor Program for further details at cap@youracsa.ca

The guideline below will indicate the range of weighting that will be applied to each phase and the priority elements of each phase that may be addressed in the exam.

Additional resources that will assist you in your studies are:

- ACSA's website: www.youracsa.ca
- Course materials from your 4 COR courses - PHSM, LEG, ATP, LSE

Topic	Key concepts	Weighting
Setups	<ul style="list-style-type: none">• Review the timelines of an audit and what determines a start and end date.• Understand the process of requesting and setting up an audit including when to request an audit.• Review the role of the ACSA COR team and how they serve as a resource to an auditor.• Understand when an auditor should consult with a member of the COR team.• Review the various types of audits (Limited Scope, Team, Group, Roll-Up, etc.). Understand the differences between each type and the specific circumstances where they apply (the eligibility criteria).	15% - 20 %
Audit	<ul style="list-style-type: none">• Ensure a clear understanding of the scoring system and what qualifies the subject of an audit to be awarded points.• Review the differences, benefits, and appropriate usage of verification techniques: Documentation, Interviews, and Observations (DIO).• Understand the definition and required elements of an acceptable hazard assessment process.• Refer to your foundational safety teachings and knowledge base. Review content from PHSM, ATP, LEG and LSE.• Demonstrate a strong grasp of safety industry terminology, practices, and legislation.	50% - 55%
Quality Assurance	<ul style="list-style-type: none">• Identify the key elements and structure of an executive summary.• Review the definition of constructive feedback. Consider examples of constructive feedback and consider the importance of constructive feedback to the reporting process.• Review and understand the acceptable procedure for a "close-out meeting" (steps taken with client, discussion items to address, etc.).• Identify the required timeline for receiving and responding to corrections.• Understand the common corrections that auditors and/ or companies receive.	5% - 10%
Auditor Responsibilities	<ul style="list-style-type: none">• Understand the requirements for maintaining auditor status.• Review and understand the Auditor Code of Ethics & Conflict of Interest.• Review the definition of boiler plating and templating. Consider how these practices align or deviate from the Code of Ethics	15% - 20%