

Alberta Construction Safety Association

Frequently Asked Questions (FAQ's) Auditing

What are the timelines for achieving Auditor status?

There are specific timelines that must be adhered to in order to achieve auditor status with the Alberta Construction Safety Association (ACSA). The following is a break-down of the key timelines.

1. Upon completion of Auditor Training Program (ATP), the auditor candidate will need to complete and submit their qualification, or self-audit, to the COR department within 90 days of their last day in ATP. Within this 90-day window the following must be adhered to:
 - a. Auditor candidates have a maximum of 45 days for data collection (DIO), however, typical organizations will require 3-5 business days for data gathering.
 - b. Auditor candidates have a maximum of 45 days to compile their results and submit them to the ACSA COR Department.
2. As soon as the COR department reviews an audit, they may request corrections to be made. These corrections are to be completed within fourteen days of the request.
3. Auditors are allowed two rounds of corrections (two weeks each round), and if the audit has not met the Quality Assurance standard by the second round of corrections, the audit may be rejected.
4. In order to remain certified, an auditor, must:
 - a. Conduct an audit on an annual basis; and
 - b. Complete the ATP-refresher every three years (this can be completed in lieu of an audit - on year 3 only)

Failure to comply with any of these requirements may result in the loss of the individual's auditor certification. If auditor certification has been lost, no audits can be conducted until the status has been reinstated.

To reinstate auditor status, the individual will be required to retake the 3-day Auditor Training Program, and submit a new qualification audit.

If an auditor only takes the three day course and fails to meet or maintain the above mentioned requirements, they will not be eligible for the re-certification class on their expiry year.

What requirements are there for writing Auditor notes/comments?

Auditor comments should stand on their own. When covering up the validation technique box and the audit question, the auditor note should be self-explanatory, without re-stating the question.

Your ACSA's COR and Course Development Departments have developed guidelines for auditor's to assist in writing quality comments throughout the audit process.

This will help the ACSA facilitate alignment between our students, auditors, and the COR QA team.

The document provides helpful tips and examples on the do's and don'ts as well as the verification techniques for writing comments.

Alberta Construction Safety Association

Participants of the Auditor Training Program will get a hard copy in class and it is also available to download [here](#).

How do I score the Audit Tool?

There are two methods in the current audit protocol towards applying the points awarded:

- The first method is 100% positive indicators; and
- The second is 50%+ positive indicators.

Read questions carefully towards the required criteria in awarding a score.

Validation methods are presented in three different ways:

1. Documentation;
2. Interviews; and
3. Observations.

Within these questions are specific criteria towards what to read in a document, what the interview responses provide and what is seen during the observation tour. This criteria is also broken down into how many positive indicators are required to award the points. Read the question carefully.

The clearest way to state a comment's validation technique is to begin the sentence with the technique used and provide supporting documentation, such as "Review of the Health & Safety policy confirmed it is signed by the CEO on 03/05/15."

1. Ensure that each validation technique is stated
2. Answer the question - do not just restate the question
3. Provide an example/company specific details to support your note

Ensure all criteria mentioned in both the question and guideline are addressed, and if the word "all" is included, to award points, there must be 100% positive indicators. For the remaining questions, 50%+ positive indicators are required to award the points in the audit.

Is N/A scoring allowed?

A company can be given an N/A on a question if, for example, it is just starting out (less than a year worth of documentation). However, auditor comments must provide clear reasoning as to why N/A scoring has been applied.

Be sure to keep your auditor field notes for documentation, observations and interviews (data gathering) as you will need to refer to these for any corrections that may come back or if you are selected to participate in an On Site Audit Review (OSAR).

Alberta Construction Safety Association

What are the different types of Auditors?

- **Auditor Candidate:** an individual who has completed the classroom component of Auditor Training and has not yet received their finalized feedback regarding the qualification audit submission. This individual is not eligible to conduct any further audits until their qualification audit has been reviewed and approved.
- **Peer Auditor:** an individual who has achieved auditor certification and conducts certification/recertification audits for another company - this audit does not include a fee for service. The only monetary reimbursement in a peer audit will be towards travel and living expenses when the audit is conducted out of town
- **Consultant Auditor:** an individual who has completed the ACSA requirements to list their name on the ACSA's approved consultant auditor list. This individual is able to conduct internal, certification and recertification audits, and charge a fee for this service.

What is classified as a full-time employee?

Full-time Employee: An employee is deemed to be full-time when he/she is employed in a continuous capacity based on approximately a 40-hour work week (based on 1600 hours per annum). This individual's name must appear on the company's payroll and be covered by the firm's WCB account.

Who can I contact if I still have questions?

For further information on COR please contact ACSA's COR Reviewer Department at cor@youracsa.ca | Tel: 780.453.3311 | Toll Free: 1.800.661.ACSA