

# CONSULTANT AUDITOR PROGRAM

## CERTIFICATION EXAM OVERVIEW

In 2017, your ACSA announced important changes to the Consultant Auditor Program (CAP). 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 CAP exam by providing an outline of how to focus their studies. The guide also indicates additional materials that will be helpful to reference.

The guideline below will indicate the weighting that will be applied for each topic and the learning objectives that may be addressed.

Additional resources that will assist you in your studies are:

- ACSA website
- COR Audit Tool
- Course materials from 4 COR courses

Topic	Learning Objectives	Weighting
Audit Setups	<ul style="list-style-type: none"> <li>• Identify the timelines of an audit.</li> <li>• Determine the correct audit scope.</li> <li>• Recognize the various types of audits/certificates, and the circumstances required for each.</li> </ul>	15%
Audit Practice	<ul style="list-style-type: none"> <li>• Review the differences and appropriate usage of DIO verification techniques.</li> <li>• Demonstrate understanding of sampling techniques and requirements for usage.</li> <li>• List the different scoring techniques and calculate correct score for audit questions.</li> <li>• Demonstrate a strong grasp of safety industry terminology, practices, and legislation.</li> </ul>	40%
Quality Assurance	<ul style="list-style-type: none"> <li>• Identify requirements of a validation note and/or field notes.</li> <li>• Describe the acceptable procedures for pre- and post-audit meetings.</li> <li>• Demonstrate knowledge of the key elements of an executive summary.</li> </ul>	15%
Auditor Responsibilities	<ul style="list-style-type: none"> <li>• Determine what is an OSAR and when it is required.</li> <li>• Review and understand the Auditor Code of Ethics &amp; Conflict of Interest.</li> <li>• Understand the role of a consultant auditor and the requirements for maintaining their status.</li> <li>• Describe the different ACSA certification programs and identify the requirements for each program.</li> </ul>	30%