

CERTIFICATE OF RECOGNITION (COR) ACTION PLAN

ACSA's COR Action Plan offers an alternative way for members to maintain their COR. An Action Plan is a formal health and safety evaluation for an employer to keep their COR status between recertifications. It is designed to implement suggestions for improvement from previous audits and safety objectives outside the normal audit scope. An action plan focuses on 3 criteria: objectives, milestones, and deliverables.

Eligibility Requirements

1. A full-time employee at the company must hold the training requirements
2. Company must have gone through a full three-year COR Cycle
3. Company achieved over ~~85%~~ **80%** on last certification audit, or if applying for a 2nd action plan, achieved over 80% on 1st year action plan

Action Plan Proposal

Company Legal Name(s): _____

WCB Account Number(s): _____ Industry Code(s): _____

Please ensure all WCB accounts covered by your existing COR are listed to maintain certification for each.

of Employees: _____ # of Worksites: _____ Company Contact: _____

Contact Phone: _____ Contact Email: _____

Required COR Course	Name of Individual	ACSA Student ID	Date Completed
Principles of Health & Safety Management			
Leadership for Safety Excellence			
Alberta OH&S Legislation Awareness			
Auditor Training Program			

Auditor Maintenance	Name of Individual	ACSA Student ID	Expiry Date
List all participants who will use the Action Plan to maintain their auditor certification			

Instructions for Action Plan Development

Complete the below items on the following pages (the blue boxes). Leave the orange boxes (self score and self scoring notes) blank as these will be filled in once the action plan has been completed and is ready for final submission.

Once the action plan has been developed, submit it by May 1, 2021, electronically to cor@youracsa.ca with the company's organization chart and profile.

Objectives:

- Must meet be **SMART: Specific, Measurable, Attainable, Relevant, and Time-bound**
- Must include 3 – 7 objectives that are started and completed within the calendar year
- Based on your corporate health and safety priorities, projects, or initiatives
- At least one objective must be based on the recommendations from your last external audit

Milestones:

- The breakdown of objectives into specific steps indicating of significant activities
- Specific individual/group responsibilities, target date, deliverable(s), and weighting
- Must include a minimum of 2 and a maximum of 5 for each objective

Deliverables for each Milestone:

- Supporting documentation that will be submitted as evidence of completion of milestones within objectives
- Must be completed and submitted by November 16, 2021

Weighting for each Milestone:

- Depending on the importance of each milestone for reaching the overall objective, assign an appropriate weight
- Total score for **all** Milestones must equal 100 (*see running total on top of next page*). Each milestone requires its own score

For more information on developing your Action Plan, please review the [Action Plan instructions](#) found on the website or watch the ACSA Action Plan Video.

Note: the completed action plan must score a minimum of 60% to maintain the company's COR certification and the auditor's certification. If the action plan scores less than the minimum score, an internal COR maintenance audit will be required before December 31.

Objective 1

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 1					

Self Scoring Notes

Objective 2

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 2					

Self Scoring Notes

Objective 3

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 3					

Self Scoring Notes

Objective 4

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 4					

Self Scoring Notes

Objective 5

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 5					

Self Scoring Notes

Objective 6

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 6					

Self Scoring Notes

Objective 7

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Nov)	Deliverables (submitted to ACSA as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 7					

Self Scoring Notes



Proposal Complete

Submit the Proposal with all blue boxes filled in. Once the COR Department has approved your Proposal, you will work on implementing it throughout the year.

Proposal Self-Check

Please refer to the "Important Dates" section of the COR Action Plans page on our website for proposal and submission dates.

- Completed Proposal
- Developed Action Plan – objectives, milestones, responsibilities, target dates, deliverables, and weighting
- Company Profile
- Organization Chart / Breakdown of Employee Positions

Action Plan Final Submission

Once you have completed **all** the milestones and objectives, you will complete the remaining pieces of the action plan Proposal, including self-scoring and notes. You will also complete the auditor participation and executive summary on the next two pages. You will be required to review the finalized action plan with senior management and have them sign off on the action plan.

Finalized Action Plans must be submitted electronically to cor@youracsa.ca with the below items prior to the November 16th deadline.

- Self score based on the completion of each milestone
- Self scoring notes for each objective
- All deliverables for each objective & milestone
- Auditor maintenance participation descriptions
- Executive summary outlining the results, strengths, and recommendations
- Senior Company Representative must acknowledge the results of the completed Action Plan by signing and dating

For more information on the Action Plan Final Submission, please review the [Action Plan instructions](#) found on the website or watch the ACSA Action Plan Video.

Auditor Participation for Maintenance Requirement

A brief description of how each auditor participated in the action plan must be provided and signed by the auditor for the action plan to maintain the auditor's certification for the year.

Auditor Participation

Auditor Name: _____ Auditor Signature: _____

Auditor Participation

Auditor Name: _____ Auditor Signature: _____

Auditor Participation

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Auditor Participation

Auditor Name: _____ Auditor Signature: _____

Auditor Participation

Auditor Name: _____ Auditor Signature: _____



Executive Summary

Results, positive areas, and recommendations

Final Self Score / 100

Senior Company Representative – Sign Off

Name: _____ Signature: _____ Date: _____