FREQUENTLY ASKED QUESTIONS
2021 AUDITING DURING COVID-19

As a precaution against COVID-19 and to promote social distancing, your ACSA is continuing to promote remote auditing.

How do I request an audit?

All audit requests are to be submitted through the eAudit System. Once your request is approved, you may begin your audit.

If you are due for an Internal COR Maintenance audit, please contact our COR Department to get your reference number.

Please follow the instructions that will be sent to you upon audit activation as the process has changed.

How do I complete the COR training requirements?

All COR courses are now available virtually by our Virtual Instructor-Led Training. Please register online or contact our friendly Client Services department.

How are audits to be conducted in 2021?

The short answer is: *Remotely.*

We have a number of options available to us for 2021. For many reasons (primarily for the wellness of your current HSMS), we recommend completing your audit using two of the three previous verification techniques: Documentation and Interviews (conducted remotely through Zoom or phone, or equivalent).

We are permitted to perform documentation only* audits for 2021 with elaboration below.

*Our eAudit tool does not support this option. We have a fillable PDF available only.

To Note:
- External Audits conducted by *documentation only* → 1 (one) year COR.
- External Audits conducted by *documentation and interviews* → 3 (three) year COR.

What are the requirements for a 3-year external COR certification/re-certification audit?
- A minimum of six months in the previous twelve months must be reviewed to be eligible for a three-year COR certificate (remotely)
- Interviews are required (remotely)

What are the requirements for a 1-year external COR (documentation only) certification/re-certification audit?

A minimum of three months in the previous twelve months must be reviewed to be eligible for a one-year COR certificate (remotely).

What are the requirements for an internal COR maintenance audit?

- A minimum of three months documentation in the previous twelve months must be reviewed to maintain your COR internally (remotely).
- Interviews as a validation technique for your maintenance audit are encouraged. If you do choose to do interviews, they are to be conducted remotely.

Can I still utilize an Action Plan as an internal COR maintenance option in 2021?

The submission timelines for 2021 action plans for COR maintenance will be extended:

- The deadline for employers to submit their Action Plan proposal to your ACSA for approval is June 30, 2021.
- Applications will be opened January 31, 2021.

How is documentation reviewed?

You can share documentation electronically with your auditor in many ways, including file sharing, emails, screen-sharing, or video-chatting.

How are interviews conducted?

Interviews are to be conducted remotely using web-based platforms (e.g., Microsoft Teams, GoTo Meeting, Zoom, etc.) or by telephone.

Will conducting a Documentation and Interview audit or a Documentation Only audit maintain my auditor status?

Yes, conducting these audits will maintain your auditor status for the year.

Note: if you are due for ATP-Recertification (ATP-R), you will still be required to complete this course before the end of the 2021. ATP-R is offered through the ACSA's Virtual Instructor-Led Training (VILT); to sign up, click here.

Will these options still be eligible for PIR refund in 2021?

Yes.

What is the plan for full auditing (Documentation, Interviews, and Observations) once it becomes safe to do so?

Your ACSA is doing our part to reduce the spread of COVID-19. By conducting audits remotely, we are reducing that risk. We have been working with Partnerships in Injury Reduction to develop auditing options to mitigate the risk of COVID-19 while maintaining accepted COR standards.