ACSA 2019 AUDIT TOOL | HIGHLIGHTS & INFORMATION

HIGHLIGHTS OF ACSA'S 2019 AUDIT TOOL

- 10 elements in total, fewer questions than our 2014 tool (116 vs. 121)
- Range Scoring and Cascade Scoring questions added
- Positive indicator requirement increased to a minimum of 70% *(unless otherwise specified)*
- Improved instructions on how to interpret and score questions
- Four personnel interview levels (workers, supervisors, managers, and senior managers)

AUDIT TIMELINES

Audit Timelines	2014 Audit Tool	2019 Audit Tool
Data Collection Period	Maximum 45 days	Maximum 45 days
Report Writing & Submission	Maximum 45 days	Maximum 21 days

SCORING METHODS (TYPES OF QUESTIONS)

All or Nothing
- Auditor will award zero or full points
- A minimum of 70% positive indicators required, unless otherwise stated

Range Scoring
- Auditor can award a range of points (i.e., zero to 10) based on the percentage of positive indicators (i.e., records reviewed or interviews conducted)
- Range scoring allowing for quantifiable verification

Cascade Scoring
- Score awarded is dependent by the score of the previous question
- Question and scoring instructions will indicate when cascade scoring is required

In our new audit tool, all questions have guidelines on how to evaluate, score, and write validation notes.

VERIFICATION TECHNIQUES

The scoring breakdown of the new audit tool is as follows:

Documentation	Interviews	Observations
50%	34%	16%

FREQUENTLY ASKED QUESTIONS (FAQ)

Why is there a new audit tool?

On June 1, 2018, the Government of Alberta passed Bill 30: An Act to Protect the Health and Well-being of Working Albertans. As part of the legislative changes, all Certifying Partners, including the ACSA, were required to adopt the new audit standards formed by Partnerships in Injury Reduction (PIR). The ACSA took this opportunity to develop a new audit tool that is more reflective of our members' needs, while meeting PIR's new audit standards.

Is the ACSA providing training to help companies develop the policies and procedures required by the new audit standards?

Yes, we are updating our Principles of Health and Safety Management (PHSM) and Auditor Training Program (ATP) courses to reflect the new audit standards. Many of our other courses can assist in the development of your health and safety program, including Contractor Management and Alberta OHS Legislation Awareness courses.

Do I need to retake PHSM or ATP courses to get trained on the new audit tool?

No, you are not required to retake PHSM or ATP courses. However, we do recommend that certified auditors complete the ATP-Recertification (ATP-R) course which will go over the changes and highlights of the new audit tool. By completing the ATP-R course you will be able to maintain your auditor status for the year.

My company won't have the required 12 months of documentation for some of the new elements. Does that mean I cannot achieve a three-year COR?

Companies that have directive documents in place, but not the 12 months of completed documentation for the new elements may still be eligible for a three-year COR. For more information, contact cor@youracsa.ca.

What if my company does not have all four personnel levels (workers, supervisors, managers, and senior managers) to complete the interview questions in the new tool?

It depends on what is filled out during the Site Assessment stage, interview questions will be delegated to the most appropriate employee level. For more information, contact cor@youracsa.ca.

If you have questions regarding ACSA's 2019 Audit Tool, please contact our COR Department at cor@youracsa.ca or 1-800-661-2272.

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