

# Auditor Training Program

## Classroom Course

This three-day Virtual Instructor Led Training program is designed for individuals who will be evaluating the effectiveness of a company's health and safety management system. Participants will be shown how to evaluate systems against the Partnerships in Injury Reduction (PIR) standard. This is a two-tiered program which consists of the three-day course (Certificate of Completion) and a voluntary Qualification Audit submission which must be submitted 66 days following course completion (Certified Auditor Certificate). Having a submitted qualification audit is also a requirement for any participants who wish to write their NCSO exam.

## Course Topics

- Audit Instruments and the COR Process
- Auditing Theory
- Review of the ACSA Audit Instrument
- Steps in the Audit Process
- Auditor Certification
- Optional Processes

## Certification

### *First Level of the ATP Program – Certificate of Completion*

This course has an individual online open book test and skills check component. Participants must achieve a minimum score of 80% on the online test and complete fourteen (14) skill checks for course certification.

### *Second Level of the ATP Program – Certified Auditor Certificate*

To become a Certified Auditor with the ACSA an individual qualification audit must be submitted to the ACSA within 66 calendar days, following the last day of the ATP course. This qualification audit must also be submitted for anyone wishing to write their NCSO exam.

## Prerequisites

Small Employer Health and Safety Management (SECOR) or Principles of Health & Safety Management (PHSM) must be completed before taking the Auditor Training Program (ATP).

Participants are required to have access to a computer with Internet access and speakers.