



ACSA COR & SECOR ACTION PLAN

FREQUENTLY ASKED QUESTIONS

What is my Company Profile?

The company profile is a brief synopsis of company operations and scope of work, which needs to include your current number of employees and worksites.

Is a COR certified auditor on staff required to participate in the Action Plan?

Yes. All companies must have a certified auditor on staff to participate in the COR program. Your certified auditor will likely spearhead the Action Plan process. Alternatively, if you do not have a certified auditor on staff, a third-party ACSA certified consultant auditor may be utilized. This agreement needs to be made with ACSA and the consultant prior to the submission of the proposal.

NOTE: The company still requires an employee to hold all necessary COR courses.

Does my part in completing an approved Action Plan maintain my auditor status?

Yes, as long as there is meaningful involvement within a considerable portion of the objectives demonstrated in the deliverables.

How many WCB accounts can be linked to one action plan (group action plan)?

As long as all companies are approved for common ownership and conducted the last external audit together, you can complete an Action Plan with a group of companies.

Are Action Plans acceptable as a maintenance option for SECOR companies?

Yes, Action plans are now available for SECOR holders starting January 2024. We recommend looking at our Action Plan requirements on the website for more information.

I completed all recommendations from my last certification audit in my first-year action plan. Am I still required to incorporate a recommendation from the certification audit in the second-year action plan?

Yes. Action Plans must always include at least one HSE Objective, based on previous certification audit results.

When should I complete my objectives?

All objectives or milestones must be started and completed after the Action Plan proposal is approved. Items started prior to approval cannot be included on the Action Plan.

How can I check in on my Action Plan proposal or final submission?

Feel free to email the COR department or call the ACSA and ask to speak with a member of the COR team to get an update.



Does taking part in an Action Plan change the maintenance audit due date for my company?

No. A completed Action Plan replaces the maintenance requirement of COR or SECOR audit. Your next audit will remain due by your certificate date.

Can I make changes to my action plan after it's been approved by the ACSA?

Any changes needed must be communicated to the ACSA and considered on a case-by-case basis. A formal explanation outlining the reasons for the changes requested must be completed and submitted on company letterhead, with approval signed by senior management.

What happens if I score less than 60% on my Action Plan?

Action Plans must score a minimum of 60% to maintain the company's certification. If you score below that, you would have to conduct a maintenance audit before the end of the calendar year. Additionally, the company would not be eligible to participate in an Action Plan on the next maintenance year.

What should I include in the Executive Summary?

The executive summary should include: strengths; opportunities; recommendations; and a brief summary of deliverables achieved. It is similar to an Executive Summary used in your standard COR audit.

Can I submit each deliverable individually as it is completed?

No. We are only able to accept and process deliverables as one cohesive grouping.

Do I submit the action plan directly to my original Audit reviewer?

No. All Action Plan submissions are made directly to COR@youracsa.ca.

Can I send everything by mail or drop off the completed submission?

No. All submissions must be submitted electronically to COR@youracsa.ca.

For more information regarding Action Plans, please visit our website at

www.youracsa.ca