



## MyAudit Introduction and Walkthrough

### Q & A

#### **If your field sites have changed from when you filled out the site assessment form, are you able to change the site locations in the MyAudit tool?**

Yes. When you move to audit phase you will need to re-enter your work sites. If they have changed, you will have the opportunity to enter those that are currently active.

#### **Is the new audit tool expected to reduce turnaround times on the assurance review phase of the audit?**

The alerts and information gathered on the application and audit phases will help to reduce the likelihood that additional information may be requested by the ACSA. Updates and additions to our staff side of MyAudit will also help to reduce timelines.

#### **Does it auto-populate the number of interviews required to complete?**

When your scope is set by the ACSA, MyAudit will automatically tell you the number of interviews required. This total is automatically updated as you go. If you have not completed enough interviews, you will be notified.

#### **When you select the HSR/HSC option, will an alert come up that you selected the wrong choice based on total number of employees and the HSC/HSR Requirements?**

MyAudit does not provide an alert as HSR/HSC numbers are not connected to overall totals. However, your information will be reviewed at the application phase for confirmation when audit scope is established.

#### **When will the ATP training be updated for this new program?**

The ACSA's ATP course has been updated. These changes will be reflected in our next ATP course, in September 2024.



**As you are performing the audit, can you leave a question incomplete with only partial answer, without scoring & revisit later when you have more information?**

Yes. For example, enter just scoring or just a validation note. The question will not mark as "complete" and allow for submission until both a valid score and a validation note have been entered.

**Will we be able to save field notes entered in the system for our records once an audit is completed?**

Yes. Under the "Completed Audits" tab, there is an option to download Fields Notes. This functionality is available only to the Auditor.

**Is there a spell check feature?**

MyAudit does not have a specific spell check feature. This is because most major web-browsers have spell check built in. MyAudit has been tested on all major browsers, and some uncommon ones for compatibility.

**Curious if there were any changes made to Element 5?  
It always seems to be a struggle with it.**

We have built functionality into Cascade Scoring so that as questions are answered, it will automatically correct the score and/or provide an alert to the auditor.

**Does the audit auto save information?**

MyAudit does not autosave. However, all buttons used to advance from page to page have been built to act as Save buttons.

**Is there a way we can view audit score statistics so we can compare where our company score falls on a bell curve of scores from all ACSA companies?**

Currently, MyAudit does not display this. This, and other reporting may be available as a future enhancement.



**To clarify, the company will have a login, and the auditor will have a separate login? Will the company be required to set up a new login/account?**

There is no specific login for the Company itself. The employees of a Company that have been identified as Key Contacts will log in as themselves. These Key Contacts will have additional access to the Company Hub.

**If it has been over 10 years since taking one of the required COR courses, will that impact your ability to sign in to MyAudit?**

If you have not taken a core course (ATP, LSE, LEG, PHSM) within the past ten (10) years, you will need to contact the ACSA for assistance accessing MyAudit for the first time.

**When you select the worksite to be included in the scope of audit, does that mean it's a site you must visit, or just part of the overall calculation?**

It does not mean that you must go to that site. There may be instances where the scope set does require certain sites to be visited, but we largely use those as a guideline for how many sites you may have active at the time.

**Will email communications still be sent out for revisions etc or do we have to go into MyAudit and manage it that way?**

You will still receive email updates. As an example, for company-related updates, all COR key contacts listed on your audit will receive an email update; auditors will receive emails related to clarifications.

**The majority of our worksites change daily, sometimes even hourly, making it difficult to add all sites for the site assessment. Can we do Departments instead?**

This depends on if you know your number of crews or you know the number of trucks. Contact our COR team for more information ([cor@youracsa.ca](mailto:cor@youracsa.ca)).

**To clarify, we don't login with the Audit ID number anymore that we get when an audit is activated?**

Users will log in with their unique ACSA Student ID. Any audits for that individual will be available in their Member Hub.



**With the locked icon during the audit process, does this mean that you can't edit that area anymore or just mean that section is complete?**

During an Auditor's initial audit completion, all questions will be unlocked with full ability to edit and revise. During the Quality Assurance stage, questions that do not require Clarifications will show as "locked".

**Do we still get print outs for Documentation, Interviews and Observations?**

The audit document and the checklist is still available on our website for reference.

**A new system means new costs, what will this cost the member and/or auditor to use MyAudit?**

There are no additional costs to use MyAudit. Access is an included part of your ACSA membership.

**I noticed there was a tab for interactions. Was that with the ACSA team or the company you are auditing?**

The Interaction Log on the Member Hubs is used to provide an outline of all the email communications sent to that member, from the ACSA.

**Is there the option to work within the audit tool without being connected to the internet?**

To maximize compatibility with a wide range of devices our auditors use, the decision was made to keep it web-based (required connection).

**For those of us that just finished the ATP again last year, will you be providing some overview and general detailed material on how to use the new system?**

Auditing fundamentals have not changed so there is no need to retake training, If you have used eAudit in the past, MyAudit navigation will be similar. The ACSA will be making available specific tutorials which will be available on our ACSA YouTube channel.



### **If using an external auditor will we still see the progress in the member hub?**

MyAudit will provide the member with several status alerts on your audit, regardless of auditor type.

### **Do the timelines for document collection and submission count down as you go along or is it just as a reminder?**

MyAudit will countdown your days remaining the auditor has to complete your data gathering and report writing.

### **Do any of the audit questions change with the new tool?**

No, questions, scoring, etc. have not changed. At the time of launch of MyAudit.

### **Would we be able to append field notes into the validation note or is it more of a copy and paste thing?**

Auditors do have the option to add field notes to the validation notes if they choose to do so.

### **How is this going to affect the process when needing a peer auditor. Is the ACSA still going to have the same email process?**

Peer audits at the time of MyAudit launch will be utilizing the same process.

### **Is there a help option in the tool?**

There are several help icons throughout MyAudit which provide specific info on the page you are on.

### **Are we required to submit a pre-audit letter and where would we upload it?**

There is no pre-audit letter. There is the Application phase built into MyAudit, similar to the Site Assessment that is currently used in eAudit.



Alberta Construction  
Safety Association

cor@youracsa.ca  
1.800.661.ACSA  
youracsa.ca

## Who can I contact for more information?

For any questions regarding MyAudit, please reach out to:

- [COR@youracsa.ca](mailto:COR@youracsa.ca)
- 780-453-3311
- [www.youracsa.ca](http://www.youracsa.ca)