

Alberta Construction Safety Association

Tips for the Peer and Consultant Audit Process

Peer Audits

Below are some useful tips to help you with the Peer Audit process.

- Your requirements: To participate in the Peer Audit process your company will be required to do the following:
 - Have a certified peer auditor on staff.
 - Provide a contact person for the audit - to coordinate the on-site audit activities and be available while the auditors are on site.
 - Provide work area(s) for auditor(s) to review documentation and conduct interviews.
 - Reciprocate the peer audit within 180 days (6 months) otherwise penalties may occur.

- Reciprocation: Companies who provide Peer Auditor(s) to another company must:
 - Continue to pay the Peer Auditor(s) wages/salary while conducting the audit activities (including report writing time).
 - If the company being audited is subject to a Limited Scope audit, the Peer Auditor(s) are required to return to the company to complete the Limited Scope data gathering and complete the audit process.
 - The peer agreement is made by the certifying employer. The auditor is an agent/employee of the employer.

- Expenses: As a matter of etiquette, it is recommended that travel costs for Peer Auditors be covered. Generally, when travel is within a 100km radius, mileage expenses are usually waived but can be paid for at the discretion of the company being audited (this is arranged and agreed upon between the company and the auditor). You may use the Canadian Government's travel expense reimbursement guidelines to gauge a fair rate.

Consultant Audits

Below are some useful tips to help you with the Consultant Audit process.

- Your responsibilities: A company has a number of responsibilities when hiring a consultant auditor, such as:
 - Provide a contact person for the audit to coordinate the on-site audit activities and be available while the auditor(s) are on site.
 - Provide a work area(s) for auditor(s) to review documentation and conduct interviews.
 - Maintain ongoing communication with the auditor to ensure the terms of your contract are being followed and audit timelines are being met. Should an auditor fail to deliver a quality report to the ACSA within the timelines allowed, your company's COR could be in jeopardy.

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All Auditors

- Auditors have very specific timelines that must be adhered to, which include:
 - Data gathering activities must not exceed 45 days.
 - The audit report must be submitted to the ACSA COR Department within 45 days from the last day of data gathering.
 - Corrections resulting from the ACSA's Quality Assurance process* must be completed and received by the ACSA within 30 days (ACSA recommends 14 days).

***Important Note:** The quality assurance (QA) review process may take several weeks to finalize. These timelines are in place to ensure the employer receives notification of audit results within a reasonable timeframe.