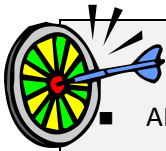


SMALL EMPLOYER CERTIFICATE OF RECOGNITION (COR) AUDIT CHECKLIST



In order for AMTA to proceed with the review process, please submit the following:

- SECOR request cover letter
- Small Employer Audit Information Sheet
- Title page
- Company Biography
- Completed Audit tool including action plan
 - Audit must be dated and signed by the auditor, along with your WCB account number and WCB industry code(s) listed.
 - Did you use a Safety Consultant for assistance with the audit process? If yes, this must be acknowledged in the audit.
 - all Yes/No boxes and the Notes Column are required to be filled out in full
- Contracting Organization Questionnaire or equivalent (for Element 3 Question 3.6 of the audit tool)
- National Safety Code (NSC) Worksheet
- Last year's action plan (this is n/a if this is your first audit)
- All supporting documentation required to support your answers. (DO NOT ATTACH ORIGINAL DOCUMENTATION, as submissions will not be returned to the employer.**
- Sign Code Of Ethics and Discipline Policy.**



Critical Timelines to Remember:

- The auditor has 15 calendar days to start and complete the audit
- AMTA Calgary office must receive the audit within 21 calendar days from the completion date - Please note → there are no exceptions

Amendment to COR!

If you have ANY changes to your company, such as ownership; WCB account changes (such as account number/industry codes); a name change – Please contact the COR Department for direction, before you proceed with your audit.

Is Your Company Still a Small Employer?

When the number of employees (including owners) goes beyond ten at any point in a given year, Partnerships Standards consider the company to be a Large Employer. Please contact the COR Department for direction before you proceed with your audit.

Filling Out Your Audit – No Pencil Allowed!

Please ensure to complete the audit in pen or on the computer (the audit tool and the information cover page), as we do not accept audits in pencil.

If you have any questions, please call the COR Department at 1-800-267-1003 or 403-243-4161.

