

COURSE EQUIVALENCY APPLICATION FORM

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:

The following must accompany this Equivalency Form:

- Copy of the course certificate and/or training records
- Processing fee payment of \$100.00 +GST (per equivalency request)
- Payment must be received before Certificate is issued

Methods of payment: Debit/Cash (at any AMTA Office), and Credit Card.

Credit Card Number:

Expiry Date:

Card Holder Name:

Signature:

**Submit completed form and
required documentation to:**

Course Administrator
Alberta Motor Transport Association
3599 56 Ave East
Edmonton International Airport, AB T9E0V4
E-Mail: irt@amta.ca
Phone: (780) 395-6140 Fax: (780) 448-0744



Course Description:

Fundamentals of auditing is a foundational course seeking to develop the students' understanding of what auditing is within both contexts (safety & compliance), the benefits of each, and the necessary knowledge and skills required to complete safety and/or compliance audits. It is a prerequisite for the AMTA's COR Auditor Training course.

Outcome	Identify and describe content	Location of content in materials provided
<p>Auditing Theory</p> <ul style="list-style-type: none"> • Describe an audit • Explain the purpose and benefits of auditing • Provide reasons for conducting an audit • Describe Baseline, Certification, Maintenance, and Qualification audits • Describe the role of the auditor • List and explain the statements contained within an auditor's code of ethics • Explain the process of team auditing 		
<p>Pre-Audit Preparation</p> <ul style="list-style-type: none"> • Describe pre-audit preparation activities • Explain what must be reviewed with the employer (client) at the beginning of the audit 		
<p>Pre-Audit Meeting</p> <ul style="list-style-type: none"> • Describe the purpose of a pre-audit meeting • List the items that should be included on the pre-audit meeting agenda • List the people who should be present at a pre-audit meeting 		

<p>Site Familiarization</p> <ul style="list-style-type: none"> • Explain the purpose of a site familiarization tour • Differentiate between a site familiarization tour and a site observation tour • List the items that should be covered during a site familiarization tour 		
<p>Documentation Review</p> <ul style="list-style-type: none"> • Explain why documentation review is conducted • Define the timeline documentation must fall into in order to be included in the review • Differentiate between directive and operational documentation and explain how each is reviewed for COR • Explain the process used to review documentation • Define the following documentation sampling strategies: <ul style="list-style-type: none"> Block/Time Block Personal Judgement Random Stratified Systematic/Interval • Explain how importance and volume are considered with respect to documentation review • Provide examples of appropriate auditor's field notes 		
<p>Interviews</p> <ul style="list-style-type: none"> • Differentiate between formal and informal interviews • Define representative sample size and explain how it is calculated 		



<ul style="list-style-type: none"> • Describe the process of conducting an interview and explain Appropriate questioning strategies Active listening • Explain strategies for dealing with challenging interviewees 		
<p>Site Observations</p> <ul style="list-style-type: none"> • Explain the purpose of site observations • Describe how site observations should be conducted • Explain the method for determining how many sites must be visited 		
<p>Post-Audit Meeting</p> <ul style="list-style-type: none"> • List the people who should be present at a post-audit meeting • Describe the purpose of a pre-audit meeting • Describe a “high level” overview of the audit results 		
<p>Writing the Report</p> <ul style="list-style-type: none"> • List the main sections of the COR audit final report • Differentiate between “Active” and “Passive” voice and explain which is used when writing the final report • Describe the criteria for a final audit report 		
<p>Quality Assurance Review</p> <ul style="list-style-type: none"> • Explain what happens during the AMTA’s quality assurance review • Explain the AMTA’s quality assurance review timeline and deadlines 		

