

Certificate of Recognition

Updates and important information

COR & SECOR AT A GLANCE

Is Your Training Up to Date?



- HSSB or HSPB required for all COR/SECOR
- Self-Evaluator (3 years)
- Certified COR Auditor (3 years)

Timelines



	COR	SECOR
Data Gathering	45 DAYS	15 DAYS
Audit Report Writing and Submission	21 DAYS	21 DAYS
Audit Corrections	15 DAYS	15 DAYS

Audit Cycle



- Year 1:** Certification/Recert
- Year 2:** Maintenance Audit
- Year 3:** Maintenance Audit

Minimum Scores



- Certification Year: 80% overall/no less than 50% in any element
- Maintenance Year: No less than 60% overall



Reminder

Transportation Safety Basics will no longer be accepted for 2020 audits

Any audits submitted after December 31, 2019 where the designated individual does not hold HSSB, will be rejected.

COR audit submissions

In order to ensure you have all of the supporting documents required, a checklist is provided here as well as the audit registration form that must be submitted prior to conducting your audit. Audit registration is required for **ALL COR audits** including Internal Maintenance. [Click here for more info.](#)

HSC/R requirements change

The Alberta Government announced changes to requirements regarding Health and Safety Committee (HSC) and Health and Safety Representatives (HSR) in December.

Key changes included employer-based rather than site-based requirements for HSCs and HS representatives (Employers had until January 31, 2020 to comply) and eliminating the Part 1 prerequisite HSC/HS representative training.

“The changes made today will go a long way to streamlining requirements around Health and Safety Committees and Representatives,” says AMTA IRT Director Erik Sherman. “Employers will need to reopen their programs to ensure that they remain compliant with these changes.”

All affected coursework at AMTA will be updated and communicated as soon as possible to ensure members don't get left behind on these changes. In the meantime, bulletins will be made accessible on our website,” Sherman added.

The AMTA is an approved training provider for the mandatory Health and Safety Committee and Representative training.

[Click here for more information.](#)

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COR Auditor notes

Strengths

Each element must contain at least 1 strength overall for any question scoring over 100 per cent otherwise the strength will be in conflict with the score box.

Strengths should also:

- Be company specific
- Be clear and easy to understand
- Be relevant
- Be appropriate to the notes and scoring

Strengths should be meaningful and should clearly identify:

- WHAT is the strength?
- HOW is it a strength?
- WHY does it matter?



Examples

This: The employer has a health and safety policy

Or this: The employers health and safety policy is comprehensive and demonstrates employer commitments to workers, clients, vendors, and all other affected parties including the public. It has been consistently communicated and employees are able to explain it while indicating that management fully stands by the policy.

This: The employer has identified all jobs and tasks

Or this: The employer has identified all jobs and tasks, ensuring that all workers can be provided with documented and detailed formal hazard assessments.

Organizational Chart

Ensure that the Organization Chart is current and matches the site summary information and positions that are noted in element 2.1. If they don't match provide clear, detailed notes to explain the discrepancy.

Pre-Audit Meetings

Typically the Kick-off to the audit and recorded as the audit start date. This meeting should act as a brief overview of the audit process. You will need to document who was in attendance.

Post-Audit Meetings

Are when the data gathering is complete, and the auditor can share their overall findings. This meeting should also be on the record as the last day on site. Any discrepancies in the Pre and Post audit meeting dates with the audit start and finish dates should have clarification included in your audit notes.

Federal or Provincial?

This information must be provided on the audit registration form as well as in the company profile. The reviewer will use this information to determine what OHS legislation they fall under (ie: Health & Safety Committee, frequency of meetings)