

# Certified Third Party Auditor Program Information

COVID-19 Outbreak – March 18, 2020

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## Update on Current Situation

A pneumonia outbreak caused by COVID-19, was identified in Wuhan, China on December 31, 2019. On March 11, 2020, the World Health Organization (WHO) has declared a pandemic. Currently, there are 56 cases in Alberta and 324 cases across Canada and this number is expected to rise.

The Government of Alberta has now declared a state of emergency under the Public Health Act. Daily updates are available at: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx#statement>

## Conducting Audits or NCCRs

Effective immediately and until May 15, 2020, only essential audits, where Alberta Transportation has identified an increased risk to the public, will be conducted. All non-essential audits will be postponed.

In addition, TPAs may conduct essential audits remotely (electronically) with an exit interview conducted over the phone or, through videoconferencing. This will reduce the physical interactions between TPAs and the carrier.

Before you start conducting remote audits and reviews, please ensure the following:

- During engagement with the carrier, TPAs must indicate what documents need to be provided and specify a timeline for receipt of documents from the carrier.
- Please ensure you also communicate to the carrier, when they can expect the audit/review to be submitted to Alberta Transportation.

- The carrier needs to be made aware that the audit/review relies on the availability and accuracy of the records. Should they fail to provide all the necessary documentation, their audit/review may be compromised.
- Should a TPA identify any potential record falsifications, it should be flagged to Alberta Transportation – as per usual.
- TPAs will still be required to go through the results of the audit/review with the carrier, this can be done over the phone or through videoconferencing.
- TPAs must indicate in ARC – in internal comments – that the audit/review took place remotely and identify how and when the exit interview was conducted.

TPAs and NCCR Reviewers may choose not to provide services during this time. Should you decide not to conduct an audit or an NCCR as part of your internal safety measures, please advise the TPA Administrators immediately. Your name will be removed from the TPA and Reviewers list temporarily. Should you receive inquiries from commercial carriers, please direct them to the list of existing TPAs and Reviewers: <https://www.alberta.ca/assets/documents/tr-certified-third-party-auditors.pdf>

If carriers have questions regarding this process, they may call 310-0000 followed by 780-427-2711.

*More communication will be provided as this issue continues to evolve.*