

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



- 2020 Doc Only Audits
- COR: 80% overall, no min per element
- Maint. 60% overall, no min. per element.
- SECOR: 80% overall min 50% per element



COVID-19 Update

Documentation only audits and distance learning courses will continue until further notice.

Audit Submissions

As you know, things can change in the audit process year to year. Whether it's legislation, administrative process or Partnership Standards. Please visit our website, where our COR resources are current and available, so that you can ensure you have the most up to date information and requirements for your audit submission. The Quality Assurance team is always available to answer your questions.

COR (Certificate of Recognition) ^

COR Announcements

Benefits of COR with AMTA

COR Program

SECOR Program

Bulletins

Certified AMTA Consultant Auditors

Become an Auditor

Audit Registration and Resources

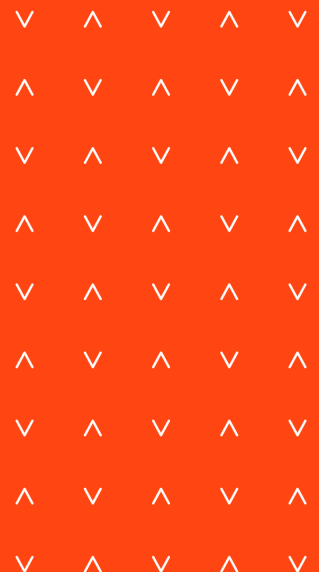
COR Audit Tools

SECOR Audit Tools

COR FAQ

COR Contact

COR Action Plans



Read more

Plan Ahead



Avoid surprises and last minute scheduling by adhering to these important requirements and their timelines:

- ALL COR holders must have an HSSB (formerly HSPB) trained employee on staff at the time of the audit. Classes are scheduled monthly and fill up quickly.
- COR Auditor Certification is valid for three years. If you let your certification lapse you will be required to start your auditor certification process over.
- Professional Development Submissions (COR auditors certified after June 2019): Submit by the end of every calendar year in order to maintain your auditor status
- End of year crunch time: The last quarter of the year is a high volume time for our reviewers, keep in mind that waiting until the end of the year for your maintenance audit submission could result in longer review times.

COR Auditor Notes

When writing your executive summary, it is important to remember not to contradict what is included in the actual audit notes for a given question or element. A good rule of thumb to follow:

- An attention-getting statement, including the audit score
- The purpose of the audit
- The scope of the audit
- The employer's name, locations audited and the audit time frame
- A summary of key strengths from each element (per element consistent with the audit report findings)

The following is a good example: "XYZ Company has made significant progress in implementing its health and safety management system the past year. Notable strengths include ..."

- A summary of key suggestions for improvement (per element consistent with the audit report findings) Information should be incorporated into 1-2 strong key suggestion(s) for improvement rather than pasting in all suggestions provided within element. Or for repeated suggestions. Information should be compiled into one strong key suggestion for improvement for each element, rather than pasting each suggestion for improvement provided throughout each element and/or report.
- Reference to audit activities
- Name/signoff of the auditor

COR Auditor Notes continued...

COR audit tools questions 2.11 a and b, 2.12. a and b.

A **site-specific hazard assessment** (also called field-level) is performed before work starts at a site and at a site where conditions change or when non-routine work is added.

OHS requirements in regards to Field Level Hazard Assessments: An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified. **Occupational Health and Safety Code, Part 2, Section 8(1)**

An employer must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.

Occupational Health and Safety Code, Part 2, Section 8(2)

A site-specific hazard assessment should be conducted before work begins at a new work site, or if new hazards have been introduced to a familiar work site. In the interest of worker health and safety, it should be repeated as conditions at the work site change. An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site. **Occupational Health and Safety Code, Part 2, Section 7(1)**

If the work environment itself is subject to change due to changing conditions such as weather or the arrival of new contractors that will impact the work site (new equipment or processes), a site-specific hazard assessment must be conducted.

An employer must ensure that the hazard assessment is repeated

- a. at reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions,
- b. when a new work process is introduced,
- c. when a work process or operation changes, or
- d. before the construction of significant additions or alterations to a work site.

Occupational Health and Safety Code, Part 2, Section 7(4)

An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

Occupational Health and Safety Code, Part 2, Section 7(3)

Know the difference

Provincial and Federal requirements are different for Joint Health & Safety Committees (JHSC). Knowing which jurisdiction your company is regulated under, will determine your JHSC meeting requirements.

Jurisdiction	JHSC Meetings per Year
Federal	9
Provincial	Quarterly

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