

# SECOR Bulletin

Updates and Information

## Understanding your SECOR cycle

### Audit Cycle



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

In your company's certification year, you will receive the SECOR certificate from Partnerships, and this will typically have an expiry date of three years.

**EXAMPLE:**

Government of Alberta  
Expiry Date: January 05, 2024



### Anniversary date

This is the date issued on your certificate. For example, in your certification year, your last day on site for your audit was January 5, 2021. Your certificate will be issued with January 5, 2024 as the expiration. January 5 of every year going forward will be your anniversary date.

In the next two years of your audit cycle, you must conduct an annual maintenance audit. Typically, this should be done around the same time every year (anniversary date). This must be done within each calendar year no later than December 31.

**If a maintenance audit is not conducted within the calendar year, SECOR will be cancelled**

### SECOR training

#### Is Your Training Up to Date?



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

**Who can take it?** The owner or key employee completing the audit. Training must be valid and up to date prior to conducting audit. If the employee who took the SECOR training leaves the organization, the employer must have a replacement trained before the start of the next audit.

### Timelines



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

**DO NOT SUBMIT ORIGINAL DOCUMENTATION:** AMTA does not return submitted documentation. Administrative fees will apply to providing copies.

**MINIMUM DOCUMENTATION REQUIRED:** Three months documentation within a 12 month period

**MINIMUM SCORES:** Certification/Recertification: Minimum overall score of 80%, and minimum 50% per element.

Maintenance: Minimum overall 60%

# AMTA course calendar

**CLICK HERE**



Ensure you are using the most current audit tool. [Click for details](#)

## Critical items to ensure your audit does not result in a rejection:

From page two of your SECOR Audit tool. Please ensure your certifications are up to date.

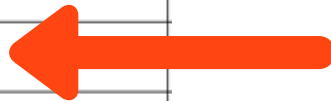
Audit/Assessment <b>Start Date:</b>	Audit Assessment <b>End Date:</b>
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This is your data gathering time. It must not exceed the 15 days allowed by Partnerships. Audit must be received by AMTA no longer than 21 days after Audit Assessment End Date.

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From page three of your SECOR AUDIT TOOL: Please ensure your certifications are up to date.

<b>AMTA Self- Assessor/Self Evaluator/Ex</b>	
Self-Assessor/Self Evaluator SECOR Training Date:	
Assessor/Evaluator Name:	
Assessor/Evaluator Phone Number:	
Self Assessor/Self Evaluator Sign off:	



Self-Evaluator training is valid for three years, ensure it has not expired and that you have a valid HSPB or HSSB training. **TSB is no longer accepted as of Dec. 31, 2019. No exceptions.**

A sharefile link is available if you wish to submit your SECOR audit digitally. Please note, the files must be named and organized in reasonable manner, or the audit may be rejected. Please contact [cor@amta.ca](mailto:cor@amta.ca) for access to sharefile.

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