



The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

Fundamentals of Auditing (FOA)

A description of the training course objectives:

Fundamentals of Auditing is a foundational course that provides an introductory overview of auditing process. It will guide students understanding of what auditing is with both contexts (Safety & Compliance) and the benefits of each and the necessary knowledge and skills required to complete safety and /or compliance audits. It is a recommended course for those who have no previous auditing experience and have not completed a COR or SECOR course.

The AMTA's Health & Safety System Building is a prerequisite to this course.

This is a 1-day course offered through both distance and classroom delivery methods. Key topics addressed include:

- Theory and practice conducting an audit
- Purpose and goals of auditing
- Various types of audits
- Validation methods
- Skills to gather and analyze information.

This course is serves as a core course option for the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.

Module 1 - Auditing Theory – 3 hours

Outcomes:

- Explain the purpose and process of conducting an audit
- Explain the role and responsibilities of an auditor
 - What is an audit?
 - What is the purpose of conducting an audit?
 - Benefits of auditing
 - Organizational risk
 - Continuous improvement
 - Objective evidence
 - Role of the auditor
 - Code of ethics and conflict of interest
 - Contractor registries
 - Workers Compensation Board 0 Alberta (WCB) audits
 - National Safety Code (NSC)
 - Assessment of Regulatory Compliance (ARC)





Module 2 – Certificate of Recognition – 3 hours

Outcomes:

- Define and explain the sequence and requirements of the steps used in an audit
- What is COR?
- Stakeholders
- Partnerships in Injury Reduction (PIR) refunds
- Audit types
- Audit cycle
- Audit standards
- SMART goals
- Onsite Audit Review (OSAR)

Total instructional hours: 6

Final Review/Exam: 60 minutes

Total training duration/length: 1 Day

Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

Description of how participant’s learning will be assessed/evaluated:

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 1.

- 60 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

Total cost of the course per person: \$275 non-member \$137.50 member

Name of instructor: Carole-Anne Chung, Martin Muyomba

Course capacity: unlimited

Dates of each training course: Feb 27, 2024
Sep 24, 2024

Credentials received at the end of the training: Certificate of completion

