

This list includes critical items that must be adhered to ensure the acceptance of your audit and to avoid delays in the review. Audit submissions are sent to audits@amta.ca

***Audit review fee applied to non-members.**



Is your training up to date?

HSSB and Certified COR auditor (3 year). Failing to hold current auditor certification WILL result in audit rejection

Is Your Training Up to Date?



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



Have you registered the audit?

All COR audits must be registered prior to conducting the audit. Fill the form out in full and submit to audits@amta.ca. If there are any issues you will be contacted

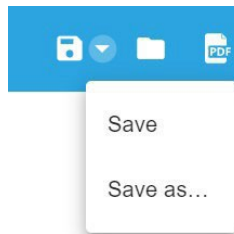
<https://static1.squarespace.com/static/654bf846633e98035d697498/t/62aa409c1691c69cda5ff6f/1714070537608/Audit+Registration+Form+%282022%29.pdf>



Is this a qualification audit?

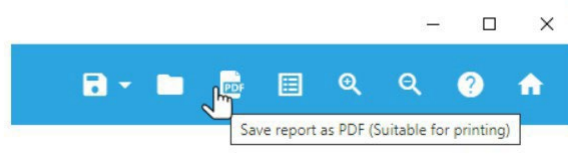
Qualification audit requires the ASA file to also be submitted along with PDF of the report.

Saving the ASA file:



TIME LIMIT 90 days or training is required again. Please contact AMTA prior to this timeline for possible solutions

Select the **Save Report as PDF** option from the tool bar and save the PDF report



Is this a Team audit?

Team audits require an additional team auditor license. Both ASA files must be submitted for review, Not MERGED, AND a merged PDF is required.



Legal name is correct? This must match exactly as shown in WCB. Including punctuation, Limited vs Ltd. etc.



Are your audit dates within partnership standards?

Exceeding allowable times WILL result in rejection of the audit.

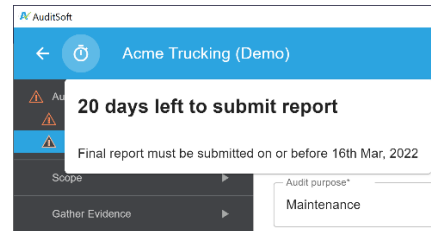
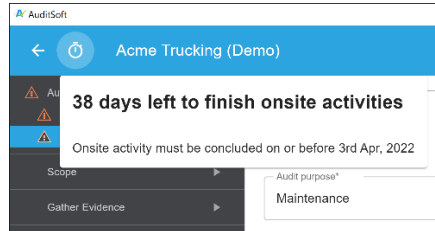
Please review “AUDIT TIMELINES” in your course manual to ensure you have a complete understanding.



Timelines

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

The AuditSoft audit tool also provides a prompt to remind you, do not ignore it.



Are all additional Attachments submitted?

Visit the website for the most current version of forms and audit resources

<https://www.amta.ca/cor/resources>

You can send as attachment in the email or link in the audit tool

<https://auditsoft.co/cor/audit-tool/>

1. Org Chart

2. Group audit application (Appendix H1 & H2) Required every year if auditing a group of related companies

3. Questionnaire application if applicable, *prior to conducting the audit.*

4. NSC QUIZ: Bus or Truck

NSC Provincial carriers, including owner/operators, who operate commercial vehicles registered for a weight of 11,794 kilograms or more who operate only within Alberta;

- Federal carriers, including owner/operators, who operate commercial vehicles registered for a weight of more than 4,500 kilograms who also operate outside of Alberta (including farmers);

- Carriers, including owner/operators, who operate commercial passenger vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.

Have you completed enough interviews?

You should see that all interviews are complete and green.

Senior manager	Manager	Supervisor	Full time worker	Part time worker	Casual worker	Contract worker
1 / 1	1 / 1	1 / 1	7 / 7	1 / 1		
			2 / 2			

Minimum Audit Scores

Certification Year Min 80% overall no less than 50% in any element

Maintenance Year Min 60% overall

Ensure Company Contact is provided

A company contact should be provided in the “Company Details” of the audit. This should be someone besides this internal auditor doing the report. This will be someone who will also receive COR program updates and audit reminders throughout the year, in case the auditor is no longer at the company.