

Is Your Safety Program Ready for a COR Audit?

A practical, evidence-focused checklist for employers preparing for COR or SECOR.

INTERACTIVE AND PRINT-FRIENDLY

What this checklist helps you examine

- Whether documents and records are current, controlled and easy to locate.
- Whether supervisors and workers understand how the system operates.
- Whether workplace observations support what the documents say.
- Where corrective action and stronger evidence may be needed before an external audit.

Important: no one can promise COR or SECOR

Certification depends on the employer's implementation, the evidence available, the applicable audit protocol and the independent certification process. This checklist identifies questions to investigate; it does not provide a score, legal opinion or certification decision.

1. Program foundations and documents

Start with what is written, assigned and controlled.

EMPLOYER / ORGANIZATION

COMPLETED BY

Choose the response that best reflects the evidence available today.

Ready | Needs work | Not sure

1

Current safety manual

The manual reflects the work performed, current responsibilities, applicable requirements and the way the organization actually operates.

Look for: approval dates, revision history, assigned owners and current forms.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

2

Responsibilities and accountability

Employer, manager, supervisor and worker responsibilities are assigned, communicated and understood.

Look for: job descriptions, orientation content, supervisor expectations and follow-up records.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

3

Hazard assessment process

Formal and field-level hazard assessments are current, task-specific and supported by meaningful worker participation.

Look for: dated assessments, worker input, control selection and reviews when work changes.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

4

Safe work practices and procedures

Critical tasks have current practices or procedures that match the equipment, hazards and controls used in the workplace.

Look for: version control, worker access, training and field verification.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

5

Emergency response planning

Plans are site-specific, responsibilities are clear and drills or exercises are completed and documented.

Look for: emergency contacts, maps, drill attendance, observations and corrective actions.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

6

Training and competency records

A current training matrix identifies required orientation, task training, competency checks and expiry dates.

Look for: certificates, sign-offs, refresher dates and evidence that competency was verified.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

2. Workplace implementation and worker readiness

Confirm that the program is understood and used - not simply stored in a binder or shared drive.

EMPLOYER / ORGANIZATION

COMPLETED BY

Choose the response that best reflects the evidence available today.

Ready | Needs work | Not sure

7

Worker knowledge and participation

Workers can explain key rights, responsibilities, hazards, controls and how to report concerns or incidents.

Look for: consistent interview responses, participation records and examples from current work.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

8

Supervisor readiness

Supervisors understand their responsibilities and can demonstrate how they plan work, correct unsafe conditions and follow up.

Look for: documented direction, coaching, inspections and corrective-action ownership.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

9

Workplace inspections

Inspections occur at the planned frequency, include appropriate worker participation and identify meaningful conditions or behaviours.

Look for: schedules, completed forms, names, dates, photographs and repeat-finding analysis.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

10

Corrective-action tracking

Findings are assigned to a responsible person, given a due date and verified when completed.

Look for: an action register, overdue-item follow-up and evidence that controls are effective.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

11

Incident and near-miss investigation

Incidents and near misses are reported, investigated for underlying causes and followed through to verified corrective action.

Look for: investigation records, worker involvement, causal analysis and completion evidence.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

12

Committees or health and safety representatives

Participation requirements are met and the committee or representative contributes to inspections, recommendations and follow-up.

Look for: terms of reference, meeting records, recommendations and employer responses.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

3. Audit evidence and verification

Make sure the organization can locate evidence and show that the system operates consistently over time.

EMPLOYER / ORGANIZATION

COMPLETED BY

Choose the response that best reflects the evidence available today.

Ready | Needs work | Not sure

13

Organized and retrievable records

Safety records are controlled, current and easy to retrieve, including when they are maintained digitally.

Look for: logical folders, naming rules, access controls, retention and complete records from each location.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

14

Performance review and management follow-up

Management reviews safety performance, trends, corrective actions and resources, then records decisions and follow-up.

Look for: meeting records, trend reports, objectives, assigned actions and completion checks.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

15

Contractor and subcontractor controls

Contractors are selected, oriented, monitored and held to the organization's applicable safety requirements.

Look for: prequalification, orientations, permits, observations and performance follow-up.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

16

Previous findings and OHS orders

Regulatory orders, previous audit findings and internal corrective actions are completed and verified.

Look for: closure evidence, regulator correspondence, revised processes and checks for recurrence.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

17

Consistency across locations and shifts

A representative sample shows that documents, responsibilities and practices are implemented consistently across the organization.

Look for: comparable records, interview readiness and workplace observations from each operating area.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

18

Internal verification before the external audit

A recent internal audit or gap assessment has been completed and high-priority findings have been addressed before certification is scheduled.

Look for: the review report, implementation plan, closure evidence and enough operating history to demonstrate use.

☐ Ready

☐ Needs work

☐ Not sure

Evidence / note

Your readiness summary

Use this page to organize the issues that require attention before an external audit is scheduled.

READY

NEEDS WORK

NOT SURE

How to interpret your answers

Do not treat the totals as a pass or fail score. Any immediate compliance concern, unclear responsibility, missing critical record or unverified corrective action should be investigated and prioritized. A functioning safety system must be implemented and supported by evidence over time.

Corrective-action priorities

Record the most important actions, assign ownership and set realistic target dates.

PRIORITY	ACTION	OWNER	TARGET DATE
1			
2			
3			
4			
5			

NEED AN INDEPENDENT READINESS REVIEW?

Turn the checklist into a practical implementation plan.

Calgary Safety Consultants reviews documentation, representative interview readiness and workplace implementation, then provides a prioritized report before the external audit.

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