

Use this checklist in the three months before a COR certification, maintenance or recertification audit. Remember that the auditor chooses who is interviewed, and that the aim is a program people can describe because they use it. Never hand out scripted answers.

Company	Certifying partner	Audit type
Audit dates	External auditor	Total staff (for sampling)

Three months out: gap review

- ☐ We have the current audit instrument from our certifying partner and know the interview topics for each level.
- ☐ Practice interviews were held with a random cross-section of managers, supervisors and workers.
- ☐ Practice interviews were private and blame-free, run by someone who didn't write the program.
- ☐ Weak or inconsistent topics were listed as program gaps, not people problems.

Two months out: fix the program

- ☐ Missing orientations for new or transferred workers are complete and recorded.
- ☐ Workers have seen and helped with the hazard assessments that cover their tasks.
- ☐ Emergency roles in the written plan match what people actually do.
- ☐ Inspection and investigation findings are tracked and closed.
- ☐ Documents were updated to match how the work is really done.

Six weeks out: walk crews through it

- ☐ Toolbox talks covered the right to know, participate and refuse.
- ☐ Crews walked through hazard assessments, reporting and the emergency plan at the work site.
- ☐ Night shifts, remote crews, part-time and casual staff were included.

Notes and gaps found

One month out: brief leaders

- ☐ Supervisors can explain their written responsibilities and find their own recent records.
- ☐ Managers can describe the policy, recent decisions, resources and the last program review.
- ☐ A second round of practice interviews shows the fixes reached the field.

Two weeks out: tell everyone

- ☐ Everyone knows an audit is coming, what interviews are and that names are kept confidential.
- ☐ Everyone knows the auditor chooses who to speak with and that honest answers matter.
- ☐ The auditor has the full staff list with roles, shifts and sites.

Audit week: logistics

- ☐ A private room or space is ready for one-on-one interviews.
- ☐ Supervisors know to release people when called, without pressure to hurry back.
- ☐ No manager or supervisor sits in on anyone else's interview.
- ☐ Arrangements for other sites, shifts and any language needs are agreed with the auditor.
- ☐ Nobody debriefs workers on what they were asked.

After the audit

- ☐ Weak interview areas are in the action plan with owners and dates.
- ☐ Practice interviews are scheduled midway through the year to check progress.

Completed by

Date

Next check

Free guide. Read How to Prepare Workers and Supervisors for COR Audit Interviews at calgarysafetyconsultants.ca/safety-guides/cor-secor/cor-audit-interviews/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.