

Getting ready for COR™

What makes a good internal auditor?

Part of the formula for a successful COR™ certification process is choosing a good internal auditor. Along with learning the COR™ Audit Tool and developing the knowledge and skills necessary to evaluate a company's health and safety management system, an auditor should have the skills and traits listed on the next page.

Choosing an auditor

When a company gets ready to choose an internal auditor in preparation for the certification process, management should be looking for candidates with the following qualities.

Communication skills

An auditor needs to be able to explain clearly the various components of the audit, how each one affects the company, and how the company is progressing.

An auditor also needs to understand what documents are required, when they need to be submitted, and who needs to be involved.

Training

An auditor should have some formal training in auditing principles and procedures.

Knowledge of the process

In addition to a solid understanding of the basic principles of auditing, the internal auditor should have a good knowledge of the company itself. He or she should be able to manage the various reference documents that accompany the process.

Knowledge of the company's sector and work

A good auditor understands how the elements of the audit apply to the specific type of work that the company does. That includes the various regulations and standards the company needs to obey or follow.

Systematic working methods

Working through an audit requires a systematic and methodical approach that relies on evidence rather than hearsay. An auditor needs to be able to use facts and recognized methods of gathering evidence to draw valid conclusions and make practical suggestions.

Skill in hazard assessment

Hazard review, assessment, and management are vital components of any health and safety audit. An internal auditor needs to understand these concepts in order to evaluate the risks inherent in the work being done by the company.

Ability to maintain and improve competence

Becoming knowledgeable and competent doesn't really ever stop. Successful auditors should be eager to continually improve their abilities. They must also receive support from management to take advantage of opportunities to upgrade their skills.

Time management skills

An auditor needs to manage time effectively and work within the constraints of the position. This is important if you want to achieve your COR™ certification in a timely manner.

Independence

An auditor needs to remain independent and impartial during the audit and be aware of any possible conflicts of interest.

Traits of a good auditor

- ✓ Ethical
- ✓ Open-minded
- ✓ Diplomatic
- ✓ Observant
- ✓ Perceptive
- ✓ Versatile
- ✓ Tenacious
- ✓ Decisive
- ✓ Self-reliant
- ✓ Open to improvement
- ✓ Culturally sensitive
- ✓ Collaborative

Source: ISO 19011 Guidelines for auditing management systems.

Choosing a good internal auditor can make all the difference