

# FAQs for Hiring a COR™ Associate Auditor

Need help with hiring an Associate Auditor to conduct your COR™ external audits? Here are a few helpful hints to get you started.

## What qualifications and experience do the Associate Auditors have?

IHSA has a thorough process in which we test, interview, train, and coach COR™ Associate Auditors. They all have Lead Auditor status provided through an Exemplar Global training provider. That said, there will be inter-auditor variations in auditing experience with respect to companies in your industry.

## How much should I expect to pay for the audit?

Costs for an audit will vary, depending on the size and complexity of your company's operations. Typically, an Associate Auditor will quote a daily rate based on the number of employees to be interviewed, the number of documents to be reviewed, and the scope of operations to be included in the overall audit process. Keep the following in mind:

- Be sure to establish a cost estimate for the entire process, and
- Obtain multiple quotes and carefully compare their overall value, not just overall costs.

## What other audit-related expenses am I responsible for?

As mentioned above, an Associate Auditor will quote a daily rate. However, there are other additional expenses such as travel, accommodations, meals, etc. These additional expenses are negotiated with the Associate Auditor.

## So how do I select an Associate Auditor?

Treat this process as you would when contracting any other service for your company.

- What kind of experience does the auditor have with companies similar to yours? Get as many details as you can.
  - How many audits have they conducted?
  - Are they relevant to the sector in which you work?
  - If in doubt, ask them for proof of being an Associate Auditor (i.e. a certificate)

## Audit Timelines

It is very important to plan your external audit months in advance. You will need to spend time with the Associate Auditor in developing an audit plan, and it will need to be approved by IHSA. IHSA also reviews the final audit report as part of the certification process. Do not exceed your anniversary date!

## Quality Assurance from IHSA

IHSA has implemented a quality assurance process throughout the life of your audit. Our Lead Auditors will work with the Associate Auditor you have selected, and review your audit plan as well as final report. COR™ audits are as important to us as they are for you!

