

Associate Auditor Network



IHSA improves COR™ services for its members

As many IHSA members know, the Certificate of Recognition (COR™) is a well-established, Canada-wide certification program that gives companies a tool for assessing and enhancing their health and safety management system. The purpose of COR™ is to encourage safer workplace behaviour and practices that also lead to improved performance.

COR™ is used across Canada, and is a pre-qualification requirement for contractors who submit a bid to work on many public-sector and private-sector projects, both in Ontario and outside of the province. IHSA brought COR™ to Ontario in 2011 in order to raise the standards of injury and illness prevention across the province. Since then, we have seen interest in the program grow immensely, from not only large and small companies but also buyers of construction services.

A crucial step in ensuring that each organization's COR™ certification meets the minimum standard is the annual audit. To help IHSA facilitate the large number of audit requests each year, external Associate Auditors are being brought into the process.

Associate Auditors

Associate Auditors are third-party consultants or companies who conduct external certification audits for COR™. They have gone through a rigorous screening process with IHSA to ensure they are competent to audit in our sectors. They must have Lead Auditor status, which is obtained through training by any Exemplar Global Certified Training provider. As such, they are part of a globally recognized training and auditing certification system. They are also governed by ISO 19011, "Guidelines for Auditing Management Systems".

Associate Auditors are a neutral third party for auditing the health and safety services and products that IHSA provides to its members. While IHSA will continue to offer sector-specific engagement, education, products, and other services, the Associate Auditor Network will conduct the auditing for COR™.



Network of Associate Auditors

To help organize and maintain a database of recommended Associate Auditors, IHSA has recently launched the Associate Auditor Network. Using an established quality assurance system, similar to the Training Provider Network, IHSA conducts regular quality assurance evaluations of the Associate Auditors.

IHSA has a team of Lead Auditors who are a critical part of maintaining quality assurance since they review audit plans and audit reports and also conduct in-field evaluations of the Associate Auditors.

To contact an auditor when you're ready for an external audit, visit ihsa.ca/COR, and click on "Coordinate Your External Audit". There you will find the list of approved Associate Auditors, as well as an FAQ page. IHSA encourages all of our members to do as much preparation, planning, and research when they choose an auditor as they would when they hire any other type of consultant.

FAQs on hiring an Associate Auditor

Need help with hiring an Associate Auditor to conduct your COR™ external audits? You'll find some helpful advice below.

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 variations among auditors and in their 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.



Associate Auditors will conduct external COR™ audits

Keep the following in mind:

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

What other audit-related expenses am I responsible for?

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

How do I select an Associate Auditor?

Treat this process as you would when contracting out 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?
- Is their experience relevant to the sector in which you work?
- If in doubt, ask them for proof of being an Associate Auditor (i.e., a certificate). You can also look them up on our website to ensure they are named on the list of approved Associate Auditors.

How much time will an external audit take?

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.

Remember: Do not go past your anniversary date!

(This applies to those going through a subsequent cycle audit.)

What quality assurance will I get 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 the final report. COR™ audits are as important to IHSA as they are to you!



IHSA will continue to provide sector-specific services to our members