



The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

COR Auditor (COR)

A description of the training course objectives:

COR Auditor provides the required training for becoming a Certified COR Auditor for AMTA. This course will examine the requirements of a COR auditor and outlines the steps of the COR audit process.

Participants must submit a student qualification audit within 90 days to achieve Certified COR Auditor status.

The AMTA's Health and Safety System Building (HSSB). Fundamentals of Auditing is recommended if student is new to auditing. This also serves as a recertification course.

As a CTSP core course option/program elective, this course focuses on the AMTA's COR audit instrument and tool. In addition, it will provide you with critical training in how the AMTA administers its Certificate of Recognition program and will identify how and when to use the skills provided within the Fundamentals of Auditing coursework.

Upon completion of this course, you should be able to:

- Explain the Certificate of Recognition (COR) program and certification cycle.
- Explain the purpose of auditing as it relates to the COR program.
- Explain how COR auditors gather and validate information about an employer's health and safety management system.
- Explain key COR program processes.

Module 1: Certificate of Recognition (COR) and the Audit Cycle 1 hr

Learning Objectives

- Describe the COR program and benefits.
- Describe audit activities completed in each year of the COR certification and recertification cycle.

Module 2: Auditing Theory 2 hr

Learning Objectives

- Define audit.
- Explain the purpose of auditing.
- Describe the COR auditor's role.

Module 3: AuditSoft and Key Audit Activities 3 hr

Learning Objectives

- List the elements reviewed during a COR audit.





- Differentiate between various scoring methods used in the COR audit.
- Describe the three validation techniques used in a COR audit:
 - Documentation
 - Interviews
 - Observation
- Explain the difference between field notes and final report auditor notes.

Module 4: Steps in the Audit Process 3 hr

Learning Objectives

- List and describe tasks that must be completed prior to starting the audit.
- List and describe the nine steps of the COR audit process.

Module 5: Auditor Certification 1.5 hr

Learning Objectives

- Describe the process of becoming a certified COR auditor.
- List the requirements for maintaining COR auditor certification.

Module 6: Additional Topics 1.5 hr

Learning Objectives

- Describe Action Plans and explain when they can be used.
- Define On-Site Audit Review and explain when they are conducted.
- Define a Limited Scope Audit and explain when they are used.

Total Instructional Hours: 12

Review/Final Exam: 2 hours

Total training duration/length: 2 Days

Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

Description of how participant’s learning will be assessed/evaluated:

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, true/false
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

Total training duration/length: 2 Days

Total training hours: 14 hours

Total cost of the course per person: Non member \$525 / Member \$262.50





Name of instructor:

Carole-Anne Chung
Martin Muyomba

Course capacity: unlimited

Dates of each training course: Jan 30, 2024
May 22, 2024
Oct 16, 2024

Credentials received at the end of the training: Certificate of completion
Course completion will be issued for this training to apply to CTSP/C designation; however, participants must submit a student qualification audit within 90 days to achieve Certified COR Auditor status.

