Certificate of Recognition
Updates and Important Information

COR & SECOR
AT A GLANCE

Training Up to Date?
- HSSB or HSPB required for all COR/SECOR
- Self-Evaluator (3 years)
- Certified COR Auditor (3 years)

Timelines

	COR	SECOR
Data Gathering	45 DAYS	15 DAYS
Audit Report Writing and Submission	21 DAYS	21 DAYS
Audit Corrections	15 DAYS	15 DAYS

Audit Cycle
Year 1: Certification/Recert
Year 2: Maintenance Audit
Year 3: Maintenance Audit

AMTA

COVID-19 update
Distance learning courses will continue until further notice.

Interviews

While interviews are not mandatory during the pandemic, if you are choosing to conduct them, please ensure you are not only meeting the minimum overall, but that each level of worker minimum is also met. You should see all green in the conducted interviews. To refresh yourself on how this is calculated please click here.

Video calls are the preferred interview method in any situation where the individual cannot be physically present with the Auditor. Questionnaires are permitted but should never be a first choice. Use of questionnaires must be approved by the AMTA and should only be used as a last resort when no other interview method is feasible.

Telephone interviews may be used, however, not more than 30% of interviews can be done by telephone, and the total combination of telephone and questionnaire interviews cannot exceed 50% of the worker level interviews. Use of telephone interviews must be approved by the AMTA prior to conducting.

Senior manager	Manager	Supervisor	Full time worker	Part time worker	Casual worker	Contract worker
1 / 1	1 / 1	1 / 1	9 / 9			
			3 / 3	1 / 1		

Read more

Quick reference for 2021 audit cycle

(D) Documentation Only - (DI) Documentation & Interviews - (DIO) Documentation, Interviews & Observation

Audit Cycle	Audit Type	Length of COR Cert	Min. documentation	Min. score / element	Min. Score Overall
COR					
Certification	External (D)	1 year	3 months doc in 12 month period	N/A	80%
Certification	External (DI)	3 year	6 months doc in 12 month period	N/A	80%
Certification	External (DIO)	3 year	6 months doc in 12 month period	50%	80%
Maintenance	Internal or External (D)	N/A	3 months doc in 12 month period	N/A	60%
Maintenance	Internal or External (DI, DIO)	N/A	6 months doc in 12 month period	N/A	60%

2021 Audit Plan

CLICK HERE

COR Auditor notes

JHSC Meeting dates should be included in notes

4.12 – Auditor must verify that the concerns/complaints brought forward have a) been resolved and b) were resolved in a timely manner. Specific dates and/or timelines must be included in justification notes. Here is an example of findings provided for 4.12 where QA will ask the auditor for further dates as they gave a time frame vs. just verifying completion.

"Some of the recently resolved concerns included: temporary stairs need to be removed/replaced in shop; corrective action-stairs removed from service and replaced, people not following Covid-19 policy and walking into office and not staying in designated areas; corrective action-employees that were ignoring the barriers were talked to one on one, badly damaged bear spray can in truck; corrective action-bear spray was removed from the truck and a Safety Moment sent out on the topic"

Although examples of concerns and resolutions have been provided, there is no verification of the timeliness of resolution.

JHSC Meeting dates should be included in notes continued...

Here is an example of findings provided for 4.12 where QA will not ask the auditor for further dates as they gave a time frame vs. just verifying completion.

"A review of HSC meeting minutes confirms that concerns/complaints are resolved in a timely manner. For example, a concern was brought forward regarding gloves. Gloves and extra cleaner spray bottles and towels were provided for all employees within one week. "

4.13 – Quarterly Meetings: For validation that quarterly requirement is being met. Auditor should be including meeting dates. An example where QA will ask for further detail verifying quarterly requirement met:

"A review of the HSC meeting minutes confirms that the HSC hold meetings as identified in the terms of reference. In the past year, six meetings were held. "

Although six meetings have been conducted, there is no verification that the quarterly meeting requirement has been met.

ERP drills

Question 8.5 – There is no reason for a company not to hold an emergency response drill. If individuals are unable to meet in person a virtual tabletop drill can be performed with all personnel acknowledging their attendance.

Interview Sampling: When numbers do not match the org chart

QA will mention that the numbers do not reflect org chart provided. If org chart is outdated, please add explanation note to the interview justification section.

Representative sampling justification: When there are no justification notes for interviews

QA will ask for auditor to please include a worker level interview breakdown identifying the departments represented, how many employees from each shift represented as well as justification for the interview sampling including details concerning how/why individuals were selected.

Strengths

Reminder that for the 2021 audits we are back to the requirement that there must be at least 1 meaningful strength per element for any question that scored 100%

Action Plan Proposal Submission Deadline:

CLICK HERE

June 30, 2021

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