

Certificate of Recognition

Updates and important information

COR & SECOR AT A GLANCE

Is Your 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

Minimum Scores



- 2020 Doc Only Audits
- COR: 80% overall, no min per element
- Maint. 60% overall, no min. per element.
- SECOR: 80% overall min 50% per element

COVID-19 Update

Documentation only audits and distance learning courses will continue until further notice.

Important dates

- The AMTA will be closed Dec. 24, 2020 to January 31, 2021
- The 2020 Audit Submission Cutoff is January 21, 2021 (last day on site no later than Dec. 31, 2020)



Looking ahead to the New Year

2021 Audit Plan

- Announced on November 30th, 2020. [Click here](#) for more details.

Updated Registration Form

- All COR audits must be registered prior to conducting your audit. Ensure you are using the most up to date form by visiting our website. Older versions will no longer be accepted. [Click here](#) for more details.

Safe Auditing Guidelines

- These guidelines must be acknowledged and followed during the remainder of the pandemic. [Click for more.](#)

Action Plans 2021

- Proposal due date remains the same for 2021. [Click here for more details.](#)

Policy, Process or Procedure: Know the Difference

Policy: The documented principles by which an organization is guided in its management of affairs and overall commitment. Policies are guidelines or business rules that drive the Processes and Procedures.

Procedure: A series of step-by-step instructions compiled by an organization to help workers carry out complex routine operations.

Process: A series or set of activities that interact to produce a result; it may occur once-only or be recurrent or periodic. Processes indicate where there is a separation of responsibilities and control points. They are also very helpful to identify Policy and Procedure requirements. Processes address who is responsible to perform the Process (department, division), what major functions are performed, and when the function is triggered.

Policy vs. Procedure: Policies set some parameters for decision-making but leave room for flexibility. They show the “why” behind an action. Procedures, on the other hand, explain the “how”. They provide step-by-step instructions for specific routine tasks.

Process vs. Procedure: A process is more surface level. It’s used by management to analyze the efficiency of their business. A procedure, on the other hand, is a lot more detailed, as it includes the exact instructions on how the employee is supposed to carry out the job.

COR Auditor Notes

PROVINCIAL VS FEDERAL

COR program reflects Provincial requirements. Although some companies fall under Federal regulations, in order to meet COR requirements and achieve 100% for audit questions, the auditor must ensure that all guideline criteria requirements have been met. Federal status does not mean questions can be marked N/A.

There is one exception within the audit tool (Element 4) where Federal requirements may be reflected vs. Provincial.

Federal HSC meeting requirements are 9 times per year vs. Provincial requirement of quarterly. If Federal carrier’s meeting frequencies reflect Federal requirements, this is acceptable.

Federal HSC/HSR training requirements are slightly different from Provincial requirements. If a Federal carrier, auditor must ensure that training requirements meet Federal requirements.

To receive regular updates for all that AMTA does, [click here](#) to sign up for our eNews.

Happy Holidays!

From all of us here at the AMTA
COR Department, take care and
stay safe!

