

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
- SECOR: 80% overall min 50% per element



COVID-19 Update

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

amta.ca update

There have been many ongoing changes to our website, including a complete overhaul to the COR information. We hope you will find it easier to navigate and obtain the resources you need in your COR process. [Click here](#) to view the updated COR pages.

TSB Reminder

TSB (Transportation Safety Basics) will no longer be accepted for 2020 audits. **Any audits submitted after December 31, 2019 where the designated individual does not hold HSSB, will be rejected.**

To Receive regular updates for all that AMTA does, please subscribe to the AMTA eNews [here](#).

Multiple Accounts

When multiple WCB accounts are included in an audit, there needs to be information about all the companies included in the report. In order to proceed with a review of a Multiple Account company, a group audit application (Appendix H1) must be submitted at the time of Audit Registration. All fields of this form must be completed in full. Answering "YES" is not sufficient, complete details are required to fully justify the questions.

Providing examples of how the companies are managed together. As well as being a Partnership requirement, this information is also referred to in the review process and helps the reviewer understand the relationship of the companies. (Continued on next page)

Multiple Accounts continued...

Are the companies managed together?

Examples:

- Who is the acting manager overseeing both companies?
- Names and examples specific to the companies

Do the employers listed above share one common health and safety management system?

Examples:

- Do you share a safety manual and policies?
- Do staff attend safety meetings together? Examples given.
- Is there shared safety personnel?
- Who are they and how are roles shared?



COR Auditor Notes

Element 2.1 – Specific job positions (ex. Administrative assistant, mechanic, driver, operations manager, field supervisor, etc.) must be identified if awarding 100%. If job positions have only been identified as Manager(s), Supervisor(s), and Workers, 100% cannot be achieved.

Element 9.10 – Auditor to verify through documentation review (ex. Meeting minutes, employee training records, memo's, etc.) that the corrective actions recommended and identified in 9.9 have been verified as implemented. Only reviewing completed investigation reports does not verify implementation.

Element 4.1 reference the number of required HSC meetings in the justification based on federal or provincial requirements.

Element 4.13 the answer/justification notes for federally regulated companies should agree with the regulations for federally regulated companies which is at least 9/year instead of quarterly.

Element 5.8 - Typically, findings and scoring for this question would be based on the documentation verification that competency assessments identified in 5.7 interview responses are being conducted. Given that all remaining 2020 audits are documentation review only, auditor must use his/her discretion to verify competency is assessed. (ex. Review of training records, driver evaluations, practical demonstration sign off's, etc.)

***Justification for Negative Indicators must be included in your findings and note, NOT in the suggestions for improvement.**