COURSE EQUIVALENCY APPLICATION FORM

AMTA — Alberta Motor Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME: COMPANY:

MAILING ADDRESS:

CITY: PROVINCE: POSTAL CODE:

TELEPHONE: EMAIL ADDRESS:

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:
Course completion/certificate must be dated within 3 years of application date

The following must accompany this Equivalency Form:
- *Copy of the course certificate and/or training records*
- *Processing fee payment of $100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date: CVV:

Card Holder Name: Signature:

Submit completed form and required documentation to:

Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca

Updated: 01/24

Fundamentals of Auditing
Course Equivalency Form

Course Description:

Fundamentals of auditing is a foundational course seeking to develop the students' understanding of what auditing is within both contexts (safety & compliance), the benefits of each, and the necessary knowledge and skills required to complete safety and/or compliance audits. It is a prerequisite for the AMTA's COR Auditor Training course.

Outcome	Identify and describe content	Location of content in materials provided

Auditing Theory
• Explain the purpose and process of conducting an audit
• Explain the role and responsibilities of an auditor
• What is an audit?
• What is the purpose of conducting an audit?
• Types of audits
   o Baseline
   o Qualification
   o Certification
   o Maintenance
• What is a COR audit?
• What is an ARC audit?
• Principles of auditing
• Role of an auditor
   o Scope of duties
   o Ethics
   o Code of Conduct
   o Conflict of Interest		

Audit Steps • Define and explain the sequence and requirements of the steps used in an audit • Pre-Audit Preparation • Pre-Audit Meeting • Site Familiarization		

• Documentation Review • Interviews • Site Observations • Post-Audit Meeting • Writing the Report • Quality Assurance		

Additional Notes:

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