

## **SECOR Remote Auditing – FAQ**

### **How to schedule a SECOR remote audit?**

Baseline Audits: Audit paperwork is sent to a company at the time their manual is reviewed/accepted. Companies must have the required SECOR training and proficiencies completed, as well as have a valid Milestone #1 or Milestone #2 letter. The audit is required prior to the expiry of Milestone #2. To schedule an audit, email completed forms to [scsaprograminfo@scsaonline.ca](mailto:scsaprograminfo@scsaonline.ca). Upon receipt, Program Administration will provide date options for the audit.

Re-certification Audits: Reminder packages, containing audit scheduling information are mailed/or emailed to each company. Companies must have the required SECOR training and proficiencies completed as well as implemented any new areas into their health and safety management system relating to the additional 40 plus audit questions applicable to the 2020 audit. To schedule an audit, email completed forms to [scsaprograminfo@scsaonline.ca](mailto:scsaprograminfo@scsaonline.ca). Upon receipt, Program Administration will provide date options for the audit.

### **What documentation is needed?**

Once the remote audit is scheduled, the SCSA Program Administration will provide an audit confirmation letter. Within this letter, there is a general list of documentation that will be required.

### **How to submit the documentation.**

Along with the audit confirmation letter there will be instructions provided to assist the company in using the Microsoft SharePoint. An additional email will be provided to the company representative which “shares” the SharePoint folder.

### **Will the SCSA give me instructions on how to submit the documentation?**

Yes, instructions on how to upload electronic documentation will be included in the audit confirmation letter. The Microsoft SharePoint site will be available for uploading 3 weeks prior to the audit and uploading of all documentation must be completed the week prior to the audit.

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### **What support is provided for the upload and audit process?**

Program Administration is the point of contact for: Microsoft SharePoint instructions and/or access or in the event the audit needs to re-scheduled. [scsaprograminfo@scsaonline.ca](mailto:scsaprograminfo@scsaonline.ca)

Following the audit being scheduled, a member of the SCSA Advisory Services department will contact the company. This Advisor would be the point of contact providing additional assistance with documentation selection and upload or for testing of Microsoft Teams video conferencing.

The Auditor will contact the company approx. 2 weeks before the audit. The Auditor’s contact information will be provided prior to the audit. During the Audit the Auditor will be the point of contact.

### **What is the cost?**

There is no cost to Members (B code companies). There is a daily fee of \$425.00 plus GST (per Auditor) for all companies outside the B code.

### **How “available” must the SECOR contact person be to the Auditor the day of the audit?**

Constant contact is not required. There will be a set time for the opening meeting, mid-am check-in, and closing meeting. However, the SECOR contact will need to be available throughout the day should the Auditor have questions at times outside of these set meetings.