

FAQ – Fillable PDF Audit Tool

Q: Will I be required to re-take Safety Auditor Training in order to conduct an audit using the New Harmonized Audit Tool/Standards?

A: No. As long as you have valid Safety Auditor Training, you can conduct the audit.

You must recertify your Safety Auditor Training every 3 years. Sign on to ePassport to view your training records, or contact Program Services to see if you qualify for recertification training.

scsaprograminfo@scsaonline.ca

Q: Where do I find the fillable audit tool?

A: The fillable pdf audit tool can be found on our website:

<https://scsaonline.ca/resources/safety-documents>

Q: What kind of audit is this fillable audit tool used for?


A: COR Harmonized Audit Tool – Used for internal COR audits, self-audits for proficiency, and personal maintenance audits

A: SECOR Audit Tool – Used for internal SECOR audits

Q: What do I have to do to get the fillable audit tool onto my computer?

A: You will need **Adobe Acrobat Reader** before starting. For a link to the free version of Adobe, and step by step instructions on downloading the audit tool, see page 5.

Follow these quick steps to download the audit tool to your computer;

1. Open the fillable tool from our website
2. Download the file 
3. When it is finished downloading, open and “Save As” to your computer.
4. Close and re-open the pdf on your computer, it should open as a pdf document and not a web page.

Q: Why is the audit tool not saving?

A: If your audit tool is not saving, check that the tool is not open in a web page. If a web page is open, the tool was not downloaded and saved correctly. See page 5 for step by step downloading instructions.

Q: Why isn't the pdf working on my Mac computer?

A: Adobe Acrobat is not compatible with Mac computers. You will still be able to download the audit tool, but you may run into errors. In some cases, the information saved to the audit tool will not come through on our end, making your audit appear incomplete. In the event you only have a Mac computer to use, it may be best to use the printable audit tool version.

Q: Do I have to complete the Self-Audit cover page for a COR audit?

A: No. The self-audit cover page and checklist should only be completed by students who are working to achieve their Internal Safety Auditor Certification proficiency. If you are conducting your company's internal COR audit, skip the self-audit section.

Q: I do not understand the audit question.

A: In the event a question is not clear to you, refer to the **guidelines** for that section. If you are still not sure, please contact program services at 306-652-0907 or email scsaprograminfo@scsaonline.ca

Q: How do I mark a question positive or negative?

A: Under each of the columns, **Documentation, Observation & Interview**, you will see a set of two boxes. Click on the first box to enter a positive answer or click on the second box to enter a negative answer. Repeat in each applicable column.

Q: Does the fillable audit tool automatically calculate and save the audit score for each section?

A: Yes, the fillable audit tool will calculate and save your entries and carry forward the scores from each section to the Evaluation Summary page.

Q: The new COR audit standard allows for partial points on some questions. How do I indicate partial points on the audit tool?

A: The new audit standard has a new set of guidelines; the Auditor shall read each guideline and corresponding question. For select audit questions, the guideline will reference the possible points to award. On the fillable audit tool you will see a dropdown style box. Click on the small down arrow to expand the possible point options. Click on the number that corresponds to the score you want to award for the question.

Q: How do I enter interview results?

A: The Auditor has two sets of questions to ask; **Manger/Supervisor Interviews** and **Employee Interviews**. There are two columns, Negative and Positive, and dropdown boxes for each question. The Auditor asks the interview question, then receives an answer from the interviewee. The Auditor then self-determines if the answer to the question was a Negative or Positive response. To indicate this result on the fillable audit tool, simply click the small down arrow to expand the possible number corresponding to how many responses fall under the Negative or Positive columns. The interview results you enter are automatically saved.

Q: Do I need to do anything on the Interview Summary Sheet?

A: The interview results automatically transfer to the Interview Summary Sheet pages. On the right hand side you will see the sum of the Positive and Negative results for each interview. If the number is Negative, click the small down arrow of the dropdown box and select the "X". If the number is Positive, click the small down arrow of the dropdown box and select the "✓". Enter in the "X" or "✓" for each question. Using the overall Negative or Positive result for each question, you will need to manually scroll back to the audit sections and mark the Interview column with a Negative or Positive. The section scores will auto-calculate.

Q: Can questions be marked as not applicable (N/A)?

A: There are a select few questions that can be marked N/A if applicable to the company operations. You will see these in **Section 12 and Section 14** of the COR audit tool only. If the question is N/A for you, manually change the Score Weighting Possible Points to zero by placing your mouse cursor just to the right of the number, click the mouse, click the backspace button/or highlight the number and enter zero on your keyboard. This will mark the question as zero and the points will be automatically deducted from the Score Weighting Possible Points area. In the deficiency statement box, write the question number and state the reason why the question is being marked N/A.

Q: Why are there circle buttons beside a few questions?

A: The buttons are only affiliated with the not applicable (N/A) questions. If you did answer the question, then determine it should have actually been N/A, you will find you are stuck with either a "✓" or "X". To clear the "✓" or "X" you will need to click on the circle. This will return the question to unanswered. Then you can mark the question N/A if applicable. Then follow the steps in above question.

Q: Can I type my name in the signature box?

A: There are two acceptable methods of signature. The first option is a secure digital signature that has a date/time stamp function, such as Adobe Signature. The second option is to print off the pages that require signatures and physically sign the documents and scan them back to yourself. In this case, when

you submit the audit, you would need to attach the completed fillable audit tool plus any additional signature pages.

NOTE: Typed signatures and clipped (cut/paste) signature will not be accepted.

Q: How do I submit my audit to the SCSA?

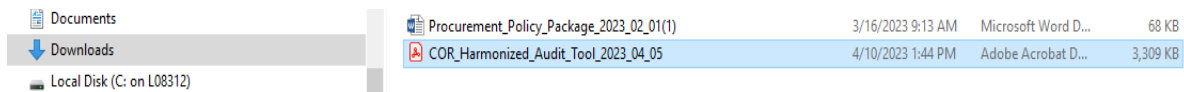
A: Audit submissions and any additional pages can be emailed to scsaprograminfo@scsaonline.ca

Installing Adobe Acrobat Reader (Free) and downloading the Audit Tool

1. You will need **Adobe Acrobat Reader**. This is a free application that works best with our audit tool. If you do not have Adobe, click the link <https://get.adobe.com/reader/> and follow the directions for installation. If you already have a version of Adobe, please proceed to step 2.
2. Head to our website. Under the **Resources** tab, you will find **Documents, Forms & Legislation**.
3. Scroll down to find the right audit tool for your company.
COR – Harmonized Audit Tool Fillable
SECOR – SECOR Audit Tool Fillable
4. Click on the tool you want and it will open up a new page. Click the download button, highlighted in yellow below to download your audit tool.



5. Close the web document and look for the file in your downloads, right click on the tool and **Open with Adobe Acrobat**



6. You may now start to fill in your audit tool. We recommend clicking “Save As” so you can save it to the folder of your choosing.




7. Once completed, you may use the button highlighted below to automatically submit your audit. Remember, your audit must have a secured, digital signature accompanied by a date and time stamp. Please be advised, once you have signed, you may not be able to edit your document.

COR[®] Internal Audit
2023 COR Harmonized Audit Tool (National Standard Audit Tool)

Self-Audit Proficiency

Personal Maintenance Audit

Version 13.0
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 **Select to Submit Form**

8. If you do not wish to use the auto-submit button, you may email your completed audit to scsaprograminfo@scsaonline.ca .