



PRE-AUDIT CHECKLIST FOR NSNY COR® INTERNAL AUDITS

The following information must be completed and submitted to the NSNY COR® Coordinator prior to an Internal Audit taking place.

Company Name:		
Internal Auditor Name:		
Audit due date (anniversary date):		Anticipated Audit Start Date:
Scope of work & industry code(s) to be audited:		
Total anticipated number of staff at time of audit (including management and workers):		
Total number of Managers/Supervisors:		
Owner/ Senior Manager Initial to verify number of Managers/Supervisors:	Initial	

The **company** must ensure the following is in place prior an internal audit taking place

1	Questions	Yes	No
1.1	Does your company hold valid certifications for the mandatory COR® courses? See www.yukonsafety.com or contact NSNY COR® Coordinator for details.		
1.2	To the best of my knowledge, I, and my company's employees, meet the minimum safety training requirements as outlined in Yukon Occupational Health and Safety legislation.		
1.3	As required of all employers, I have current Yukon Occupational Health and Safety Legislation available to all employees.		
1.4	I have established and implemented a Health and Safety Program.		
1.5	I have registered the company in the COR® program with NSNY.		
1.6	Would the audit on this work site(s) reflect what the company does throughout the year in terms of number of workers, type of work and industry codes? (Would the audit show representative sampling?)		
1.7	I am aware that if distance or travel is required by the auditor, it is my company's responsibility to cover the necessary costs of transport for the auditor to the site of his/her choice.		
1.8	Does the person carrying out the Internal Audit hold a valid Safety Auditor Training Program certificate or have they completed the Internal Safety Training Program?		

Company Representative:

Owner/Senior Manager Signature

Printed Name

Date

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Training Verification:

COR®: Please complete this table if you are undergoing a COR® Internal Audit:			
Course Required:	Participant Name:	Certification Number:	Certificate Expiry Date:
Principles of Health & Safety Management			
Leadership for Safety Excellence (LSE)			
WHMIS Train the Trainer <i>or</i> Basic Instructional Techniques			
Safety Auditor Training (course and student audit)			
Basics of Return to Work (RTW) & RTW for Large or Small Business			

COR® Company Supervisors/Managers Training Verification: The majority of Supervisors/Management (50% or more) must hold valid Leadership for Safety Excellence (LSE) certifications: Pleaselist all the supervisors currently employed by the company and confirm their training (you can attach a separate sheet if you need more room):			
Supervisor/Manager Name:	Have they taken LSE? Yes or No?	Certification Number:	Certificate Expiry Date:

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Safety Committees/Representatives:

COR®: Please complete this table if you are undergoing a COR® Internal Audit:

Verify whether your company requires either a Joint Health & Safety Committee (JHSC) or a Representative by referencing the *Yukon OH&S Act, sections 12 and 13*. To determine if your workplace is hazard class A, B or C, please reference the *Yukon OH&S Regulations- Minimum First Aid Requirements*.

Committee co-chairs and/or safety representative(s) must hold a valid JHSC certificate from the NSNY.

We require (please check one):

A Safety Representative

A JHSC

No Rep/JHSC is required

Please list JHSC co-chairs/Safety Representative(s) below:

Course Required:	Participant Name(s):	Certification Number:	Certificate Expiry Date:
Joint Health & Safety Committee/Rep (JHSC) Training			
Joint Health & Safety Committee/Rep (JHSC) Training			

Notification to our clients:

As part of NSNY’s quality assurance review of COR™/SECOR™ audits, your company may be contacted to submit additional relevant documentation to the audit, or undergo a complete review of the audit (internal or external). Such quality assurance and control measures support continual improvement which, along with internal and external responsibility is the foundation of the Certificate of Recognition (COR) program.

For NSNY Office Use Only:

Checklist Approved: Yes No Date Approved:

By Whom:

Notes: