

## Tips To Help Your Audit Submission Pass Review

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Issue #: 2019-043

Below are three tips that can help to reduce the revisions required to your audit submission.

**1. Provide recommendations.** Recommendations enable an organization to improve their health and safety management system and they must be provided for **every audit question** that did not receive full marks. Recommendations should:

- Provide a brief description of the deficiency.
- Provide a brief description of what needs to be done to correct the deficiency.
- Include the rationale for how the recommendation will improve health and safety at the site.
- Be appropriate to the notes and validation score for the element.

**2. Provide company-specific details.** Details pertaining to the organization's situation must be provided to support the score awarded. It's helpful to write your field notes in a formal way to save report writing time. Below are some examples to of how to incorporate company-specific details:

- Example A: Of 25 opportunities, 21 items were corrected in a timely manner. For example, a damaged ladder on a truck bed was replaced within a week and a snow pile that was impeding visibility was removed the day after it was reported. There was one item that remained on the list for five months. 85% positive indicators documentation resulted in 3 points being awarded.
- Example B: Of the employees interviewed, 90% were able to confirm and describe how management implemented corrective action items from safety meetings in a timely manner. Mention was made of how rotting trees were immediately removed.

**3. Edit and proofread.** Allocate time to work on your audit. Don't try to write it all in one day. Take the time to go through the final audit submission in detail. Audit reports require several drafts to ensure accuracy, clarity and completeness. Editing and proofreading are important tasks required of all auditors to ensure:

- Content is accurate and complete, including:
  - All WCB accounts that have been audited
  - First and last days on site and submission dates meet audit timelines
  - Certificate number
  - Company profile and an organizational chart
- Tone, terminology and style are consistent throughout.
- Spelling and grammar are correct.

Please contact us if you have any questions.

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