COVID Auditing Requirements Guideline

Effective Date: January 1, 2023

Owned by: Manager,
Safety Audits & Certifications

Approval: *Juliet Goodine*

Approved By: Manager,
Safety Audits & Certifications

Valid Until: December 31, 2023

Current approved documents are maintained online. Printed copies are uncontrolled.

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SUMMARY OF CHANGES

This Summary shows:
- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	September 17, 2022	Juliet Goodwin	New Document to reflect Partnerships 2023 auditing requirements for COVID

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BC Provincial Requirements

WSBC continues to require that audit observations be in-person and included in all audits. Auditors and employers may continue to use in-person or virtual document reviews, and in-person or virtual interviews.

Other Provincial Requirements | AB, SK & MB etc.

Effective January 2023 all audits must include observations.

- Audit Data Gathering (D,I,O)
  - Documentation review and Interviews continue to have flexibility for virtual or on-site data collection.
  - Including on-site observations is a requirement for 2023 audits.
- Auditor Certification Maintenance
  - Auditors in their current 3 Year cycle will continue to only require 1 audit in 3 Year cycle to maintain their certification.
  - Auditors who recertify in 2023 begin a new 3 Year cycle where the maintenance requirements revert to the requirement of 2 audits in 3 Year cycle.
- Student Auditor Certification – Qualification Audit Submission Timeframe
  - Students that have taken the 5-day ESC Certified Auditor Program in 2022 will continue to have up to 1 Year to submit a qualification audit. Exceptions include if they are using the qualification audit to maintain a 2022 COR then it must be completed in 2022.
  - Students that take the 5-day ESC Certified Auditor Program in 2023 will revert back to needing to submit the qualification audit within 6 months of the last day of the course.
- Action Plans in Lieu of a Maintenance Audit (BC does not participate in this program)
  - For employers who complete Action Plans in lieu of maintenance audits the following deadlines remain the same:
    - Application deadline: January 31
    - Preliminary Action Plan deadline: March 31
    - Submission with Deliverables: November 30

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