

SECOR Remote Auditing – FAQ

How do I schedule a SECOR remote audit?

Baseline Audits: You would have received audit paperwork when the manual was reviewed/accepted. You 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 your Milestone #2 expiry. Email completed forms to scsaprograminfo@scsaonline.ca as your request to have an audit scheduled. Program Administration will then offer you back some date options.

Re-certification Audits: You would have received audit paperwork in the reminder package that was mailed/or emailed to your company. You must have the new SECOR training and proficiencies completed as well as have implemented any new areas into your health and safety management system relating to the additional 40 plus audit questions applicable to your 2020 audit. Email completed forms to scsaprograminfo@scsaonline.ca as your request to have an audit scheduled. Program Administration will then offer you back some date options.

Will I be given information on what documentation is needed?

Yes, 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 do I submit the documentation?

Along with the audit confirmation letter there will be a link, user name and password provided for a secure the File Transfer Protocol (FTP) site.

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

Yes, instructions on how to upload your electronic documentation will be included in the audit confirmation letter. This step must be completed approx. 2-3 weeks before the scheduled audit date.

What do I do if I need assistance?

Program Administration would be the point of contact for: link, user name, password and instructions for FTP site or in the event you need to re-schedule. scsaprograminfo@scsaonline.ca

“Constructing Safety Leadership”

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

The Auditor will contact your company approx. 2 weeks before the audit. You will be given the Auditor’s contact information. During the Audit the Auditor will be your point of contact.

What is the cost?

There is no cost to Members (B code companies). There is a flat fee of \$425.00 plus GST for Supporters and Non-Members.

How “available” must I 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, you will need to be available should the Auditor need to contact you a time or two outside these set meetings.