



COR AUDITS: Tips for Student Auditors

This infosheet describes a few key things that will help ensure a successful audit experience for student auditors and their employers. Please note that this infosheet provides only a brief overview. As a student auditor, you should always read and refer to the Internal Auditor Training Manual and COR Policies and Procedures Manual for more complete information on these topics and others.

TIME

Allow enough time to prepare, gather data, and write your report. Most students are not able to spend all their time on the audit, but try to spend at least 20 hours per week on it so you don't lose your place in it mentally.

Allow an hour for each interview. By the end of the audit, you might get your interviews down to 30 minutes. The time you save in later interviews will be about equal to the time you need to spend on observations. Then add 8 hours for document review.

Your writing time will be about equal to the number of hours you spend collecting data, but it tends to top out at around 40 hours for the average writer. It's never less than 28 hours for a student.

So, if you need to do 52 interviews, you can calculate your total time as follows:

<i>Interviews</i>	<i>52 hours</i>
<i>Document review</i>	<i>8 hours</i>
<i>+ Writing</i>	<i>40 hours</i>
Total	100 hours

WRITING VOLUME

Most audit notes are one to three paragraphs long. Use spell check and grammar check to ensure your final report is clear and easy to understand. For writing examples, see your employer's last external audit or the sample audit in the COR Internal Auditor training binder. It's acceptable to copy the style of an existing successful auditor when writing, but you must use your own words.

Each of your notes should answer the following three questions, which apply to all of the COR elements:

- Was your finding positive, negative, or somewhere in the middle?
- What evidence led you to that finding?
- What score did you assign, and what was the math that made you arrive at that score?

Did you Know?

For all your writing, think about whether someone else will understand your notes five years from now if you have moved on to other things.

Your executive summary should follow the template and be one to two pages long. Use and trust the scorecard to give you accurate final scores. The points have different weights in different elements, so they don't add up one for one to get a final percentage.

DOCUMENT SUBMISSION

- ✓ **Submit all audit documentation to safety@go2hr.ca**

Submit the following as part of your audit package:

- Audit tool in a word document format;
- Executive summary (two pages) in a word document format;
- Post-audit notice of audit activity (NOAA) showing interview counts, scores, etc. Re-submit your NOAA with your final document submission;
- Pre- and post-audit meeting notes. These are only required for student audits;
- Scorecard (in Microsoft Excel or similar spreadsheet format).

Follow these submission guidelines:


- Use only Microsoft Word and Excel (or similar formats) to submit your audit package. Don't convert anything to PDF.
- Give your files logical names that include the year and a name or abbreviation for your company.
- Don't use the word "final" in your file name. This is reserved for the version you will receive after the go2HR quality assurance review is complete.

FOR MORE INFORMATION

If you have further questions about planning your audit or would like more information, contact the *go2HR Industry Health & Safety Team* (safety@go2hr.ca).

For more information on the Certificate of Recognition Program, see the *COR Program Policies and Procedures Manual*.



 Visit [our website](#) for more resources!

To access the latest audit forms and templates, visit the *go2HR Resource Library*.

There's also a *COR Health and Safety Program Toolkit*.