# COR TEAM AUDITS: Mixed Student and Certified Team Auditors

This infosheet covers COR audits that are conducted by one or more students in the same organization, with one or more existing certified auditors participating.

COR internal auditors are permanent employees of your company who lead the COR process. To become a certified internal auditor, an employee needs to complete auditor training and perform a student audit to ensure they're knowledgeable about the COR process.

## WHEN WOULD A TEAM AUDIT INVOLVE STUDENT AUDITORS AND CERTIFIED AUDITORS?

Mixing students with certified internal auditors during an audit is common. There are reasons for both types of auditors to be involved in an audit.

**Certified internal auditors** are required to take part in every maintenance-year audit to maintain their certified status.

**Student auditors** are required to perform a student audit on their own organization within 12 months of training to become certified. Your company may decide it needs more employees to be certified as auditors or you may need a new certified auditor if one has left your organization.

So, a mixed audit allows existing certified auditors to maintain their certification and gives students a chance to meet their requirements to become certified.

Since your company is already COR certified, a successful mixed audit will count as a maintenance-year audit and the students will become certified internal auditors.

## HOW CAN WE CONDUCT A STUDENT AUDIT?

Divide the audit into logical portions for the auditors involved. You can group these portions around different areas or aspects of your company. For example, you could divide the audit up:

*By site* – if your company has multiple locations

*By activity* – if your company has a hotel with a golf course, for example

*By department* – such as housekeeping and food and beverage or front-of-house and back-of-house operations

*By classification unit (CU)* – if your company falls under multiple CUs

### Minimum number of interviews

Each student auditor will need to conduct at least 12 interviews. This is because the smallest number of employees a large employer will have is 20 people. When there are 20 employees, an audit requires at least 12 interviews, so by meeting this minimum a student auditor will be certified to audit any large employer.

For certified auditors, there is no minimum number of interviews.

### Restriction on dividing up the audit

If there's more than one student, the audit cannot be divided among the students in the following way:
- One student completes the documentation and the other student completes the rest of the audit.

Regardless of how many students are involved, each student needs to use the entire audit tool.

As mentioned above, however, students can divide the audit by site, activity, department, or CU. The existing certified auditors must participate in the audit and/or report writing. However, there's no specific minimum role for certified auditors, as long as they participate in at least two maintenance-year audits per three-year COR auditing cycle.

## DOCUMENTATION REQUIREMENTS

Each student must complete a whole report for their portion of the audit. This includes the following:
- Audit tool in a word document format;
- All DOI methods (Document review, Observations, and Interviews);
- An executive summary;
- Pre- and post-audit meeting notes;
- Scorecard (in Microsoft Excel or similar spreadsheet format).

Students can discuss their reports and findings with each other, but each student's report should be their own original work.

Because the company is COR certified, the student reports can be compiled along with the certified auditor data into a maintenance-year audit. Once go2HR quality assurance has approved each student's audit, one person on the audit team will compile data from the individual reports into a final COR maintenance audit report.

Existing certified auditors don't have to prepare an individual, full audit submission. They simply collect all of the data to form the final report, according to how the auditing work has been divided among the team. Existing auditors are encouraged to coach students, but each student is still ultimately responsible for their own work.

**Total number of reports**
Certified auditors all contribute to the final maintenance audit, which counts as one report. Student auditors, however, have to prove that they can use the entire audit tool, so their individual reports need to be submitted to go2HR first for quality assurance. Once the student audits have been approved, the student data can be added to the maintenance audit.

Therefore, the total number of audit reports will be one more than the number of students. For example, two students plus three certified auditors will result in three reports, or five students plus one certified auditor will result in six reports.

**Notice of audit activity (NOAA)**
There will also be multiple NOAAs (one more than the total number of students). Submit all the NOAAs together. Each student NOAA should cover only what that student is going to do, and a separate master maintenance NOAA must be included too.

Existing certified auditors do not need to submit their own independent NOAA but must be listed on the master maintenance NOAA.

The master maintenance NOAA should indicate each auditor's individual contribution and show that the student and certified auditor samples add up to the required total. For example, if there are 85 interviews, the audit could be divided so that one student auditor conducts 16 and the other student conducts 19, while the two certified auditors conduct 25 each.

# 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.