

COR AUDIT **READINESS** CHECKLIST

A COR auditor checks three things: your documents, what they see on site, and what your workers tell them. Records can't be created after the fact, so the file has to be built as the work happens. Tick these off through the year.

80% + 50% BCCSA pass mark: 80% overall and at least 50% in every element.	6-12 months Of records showing the program works. 6 is the minimum, 12 recommended.	Nov 30 Certification and recertification audits due to BCCSA by Nov 30 of that year.	45 days To complete and submit an audit once it starts.
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KEEP ON FILE

REVIEW YEARLY

- ☐ **Health & safety policy**, signed and posted, with the OHS Regulation available to workers
- ☐ **Hazard assessment** for every job and task, with the controls you use
- ☐ **Safe work practices and safe job procedures** for your high-risk tasks
- ☐ **Company rules, PPE requirements** and a discipline policy workers have seen
- ☐ **Emergency response plan** for each site, with drills recorded
- ☐ **Contractor selection and management** criteria
- ☐ **Bullying and harassment policy** and reporting procedure
- ☐ **Joint committee or worker rep** in place (committee at 20+ workers, rep at 10-19)

EVERY NEW HIRE

DAY ONE

- ☐ **Orientation** completed and signed, site-specific on each new site
- ☐ **Training and tickets** on file with expiry dates
- ☐ **PPE issued** and fit checked

EVERY SITE, EVERY MONTH

FILE AS YOU GO

- ☐ **Site inspections** documented, with corrective actions closed
- ☐ **Toolbox or crew safety meetings** held and signed
- ☐ **Field-level hazard assessments** done at the start of each job
- ☐ **Equipment and vehicle maintenance** and pre-use checks logged
- ☐ **Safety stats tracked**: leading measures (inspections, meetings, training) and lagging ones (injuries, lost time)

WHEN IT HAPPENS

SAME WEEK

- ☐ **Incident investigation** with root cause and corrective actions
- ☐ **Near misses** reported and followed up
- ☐ **Notice of Project** filed where required

Who audits: Small COR (19 or fewer) uses your own internal auditor after BCCSA's 2-day course. Large COR (20+) hires a BCCSA-qualified external auditor for certification and recertification. Fulcrum prepares; the auditor audits.

Organized around the national harmonized COR audit elements. Pass marks, record rules and deadlines from bccsa.ca, checked September 2026. BCCSA's current audit is the COR OHS National Audit Document, Version 2.0 (January 2026); Small COR completes a subset of questions. Always confirm current requirements with your certifying partner.

BEHIND ON ANY OF THESE?

A free 30-minute gap review shows you what's missing and what it takes to close it before your audit.

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