



SAFETY ASSOCIATION OF SASKATCHEWAN MANUFACTURERS

1313 Broadway Avenue, Regina, SK S4P 1E5 Phone: 306-525-7276 www.sasm.ca

CoR Certification Process

1. Register into the CoR program:
Complete and submit the CoR Request form to Ken Ricketts, Executive Director at KenR@sasm.ca.
2. Develop and implement a safety program:
Using the course information your company has gained from our courses, develop and implement a quality safety program for your company. SASM's Safety Rental Advisors are available to provide guidance and support while you are developing your safety program.
3. Go through and pass an external health and safety audit:
Firms that achieve a minimum of 60% in all elements and a minimum of 80% overall are awarded their certification.
4. Maintain certification:
Once certification has been achieved, it will be valid for a period of three years as long as specific requirements are met.

The requirements are as follows:

- Complete Internal Audits after year one and year two; Internal Audits must be completed and submitted to SASM by an accredited Internal Auditor;
- Inform SASM of any changes to the firm's operation or organizational structure;
- Inform SASM of any compliance issues with regulatory bodies;
- Inform SASM of any disabling or fatal injuries;
- Continuously improve the firm's health and safety performance (the firm must consistently improve their injury rate as reported to/by the WCB until the firm is at least 15% below the average injury rate for their rate code);
- SASM must perform a Re-Certification Audit after the third year.

SASM retains the right to audit a plant at any time during the three year period. Organizations will be given 30 days notice prior to a re-audit, and an explanation as to why the audit is required. Occurrences that may require an early audit include but are not limited to:

- A fatality on site.
- A disabling injury.
- High incident rates.
- Regulatory issues.

SASM may issue a certificate with a shortened expiration date, due to:

- Duration of implementation of the safety management system;
- Recent significant changes to the organization such as mergers or acquisitions;
- Changes to the primary business or seasonal work.



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5. Appeals:

Decisions of the SASM Executive Director made through the quality assurance guidelines in regards to audit scoring and the denial or removal of certification can be appealed to the Appeal Committee (as defined in SASM's internal CoR Process Element 3: Auditor Non-Conformity). If a current member of the Appeal Committee is from the organization putting forth the appeal, that member will be asked to recuse themselves and be replaced with an alternate member as selected by the President of the Association.

Any appeal to the Appeal Committee must be submitted in writing, complete with supporting evidence, to the President of the Association within 30 days of the Certification Audit closing meeting. The President of the Association will then contact the Appeal Committee, forward the submission and set a hearing date within 60 days of the appeal date. Once the date has been set and a location has been determined, the affected parties will be contacted in writing by the President of the Association.

The Appeal Committee must reach a majority decision, and that decision will be final. The affected parties will be contacted in writing by the President of the Association within seven days of the hearing date with the decision of the Appeal Committee.

6. Limited Scope Audit qualifications:

Should the organization pass 18 or more, but less than all 21, elements with a score of 60%, and still achieve an overall scoring of 80%, the organization has the opportunity to apply for a Limited Scope Audit. Organizations may apply for a Limited Scope Audit three months after the original Certification Audit has been completed by SASM.

The Limited Scope Audit will only take into consideration a maximum of three elements that did not receive a score of 60% on the original Certification Audit. The Limited Scope Audit results will be added to the original Certification Audit scores to provide the newly achieved overall audit score.

Organizations that achieve a minimum of 60% on all of the elements considered in the Limited Scope Audit will receive their certificate within 30 days of the completion of on-site activities. Unsuccessful organizations may re-apply for another full Certification Audit six months after the Limited Scope Audit has been completed by SASM. Dates for certification audits will be set on a first come, first served basis.