4S CONSULTING · COR® READINESS TOOLKIT

COR Certification Checklist

Everything you need before your COR® audit, in four phases, with a readiness scorecard to find your gaps.

PHASE 1	PHASE 2	PHASE 3	PHASE 4
Program setup	Safety system	Evidence & records	Audit readiness

How to use it: work through the phases in order and tick each item only when it is in place *and* you can prove it. Then rate yourself with the scorecard on the last page and fix your lowest areas first.

> **In Ontario?** Your certifying body is IHSA, your standard is COR® 2020 (14 elements), and your mandatory training is COR® Essentials. Every element needs at least **65%**, not the 50% used in most provinces, so score yourself against that higher bar.

Program Setup

PHASE 1

These steps are often missed, and each one can delay your audit by weeks.

- [ ] Certifying body confirmed for your province and industry (e.g., IHSA in Ontario, ACSA in Alberta)
- [ ] COR or SECOR eligibility checked (SECOR applies only to small employers in Alberta, BC, Saskatchewan and Manitoba)
- [ ] Registered in the COR program
- [ ] Senior management representative named and trained
- [ ] Mandatory COR courses booked and completed (e.g., COR® Essentials in Ontario; PHSM, LSE and ATP in Alberta)
- [ ] Internal auditor trained, and certified where required
- [ ] Audit timing planned for a period when representative work is active on site

Safety System

PHASE 2

Built around the 14 elements of the CFCSA National COR® Accreditation Standard. Each element needs a written policy or procedure with roles and responsibilities, worker participation, communication, trained people, and regular evaluation.

Leadership and Policy

- [ ] Written health and safety policy, signed by senior management and reviewed annually
- [ ] Safety responsibilities assigned for managers, supervisors and workers
- [ ] Safety objectives and annual goals set
- [ ] Resources and budget allocated
- [ ] Management review process in place

Hazard Assessment and Control

- [ ] Formal hazard assessments and job hazard analyses completed
- [ ] Risks rated and controls chosen using the hierarchy of controls
- [ ] Safe work procedures written for high-risk tasks
- [ ] Hazard reporting process in place
- [ ] Reassessment schedule set; assessments updated after changes or incidents

Training and Competency

- [ ] Orientation completed before work starts
- [ ] Training matrix maintained for every role
- [ ] Supervisor training completed (hazard assessment, inspections, investigations)
- [ ] Equipment training with competency checks
- [ ] Refresher schedule set

Inspections

- [ ] Inspection schedule set for sites, equipment and work areas
- [ ] Findings documented and corrective actions tracked to closure

Incident Investigation

- [ ] Incidents and near misses reported and investigated
- [ ] Root causes identified and corrective actions assigned

Emergency Preparedness

- [ ] Emergency response plans in place for each site
- [ ] Drills held and documented
- [ ] Emergency equipment and contacts current

Worker Participation and Communication

- [ ] Regular safety meetings and toolbox talks
- [ ] Joint Health and Safety Committee or representative active
- [ ] Worker concerns and suggestions recorded and answered

Contractor Management

- [ ] Contractor prequalification and evaluation in place
- [ ] Contractor orientations completed
- [ ] Contractor performance reviewed

Continuous Improvement

- [ ] Internal audit completed
- [ ] Findings addressed, and an improvement plan in place

Safe Work Practices, Procedures and Rules

- [ ] Written safe work practices, understood and followed by workers
- [ ] Step-by-step safe job procedures for high-risk and critical tasks
- [ ] Company and project-specific safety rules, posted or given to every worker
- [ ] Progressive disciplinary policy, applied consistently

Personal Protective Equipment

- [ ] PPE requirements documented for each activity
- [ ] Rules for fitting, care and use of PPE
- [ ] PPE provided, used, inspected and maintained

Preventative Maintenance

- [ ] Inventory of tools, equipment, facilities and vehicles to maintain
- [ ] Schedules that meet manufacturer and legal requirements
- [ ] Maintenance done by competent people, with records kept
- [ ] Defective or overdue items removed from service

Statistics, Records and Document Control

- [ ] Current, approved documents available at the point of use
- [ ] Records kept as legislation requires
- [ ] Leading and lagging measures tracked, including first aid records
- [ ] Trends analyzed and results shared with workplace parties

Legislation

- [ ] Relevant legislation posted or readily available at each workplace (in Ontario, the OHSA and its regulations)
- [ ] Managers and supervisors refer to legislation when planning work
- [ ] All personnel trained on their rights and responsibilities

Evidence and Records

PHASE 3

Auditors score what you can prove. Some certifying bodies expect a set period of records; ACSA, for example, requires at least 12 months of documentation for a certification audit.

	Record type	What to have on file
☐	**Policies and procedures**	Signed policy, safe work procedures, emergency plans (current versions only)
☐	**Hazard assessments**	Formal and site-specific assessments, job hazard analyses, hazard inventory
☐	**Training**	Matrix, certificates, signed sign-in sheets, orientation forms, competency evaluations
☐	**Inspections**	Completed forms, with hazards, actions and close-out dates
☐	**Incidents**	Reports, near-miss records, investigations with root causes
☐	**Corrective actions**	Log with owner, due date, completion and verification
☐	**Meetings**	Toolbox talks, safety meetings and committee minutes, with action items
☐	**Emergency**	Drill records, contact lists, equipment checks
☐	**Contractors**	Evaluations, orientations, agreements, performance reviews
☐	**Management**	Management review records, objectives, resource decisions

Common Documentation Gaps

Gap	Fix
Missing signatures or dates	Review forms before filing
Incomplete investigations or open actions	Use standard templates and track to closure
Outdated procedures	Set an annual review schedule
Several versions of the same document	Use one central, version-controlled system

Audit Readiness

PHASE 4

Auditors confirm every element three ways, and all three must match:

Documentation	Observation	Interviews

Documentation

- [ ] Internal audit completed with the official audit tool
- [ ] All open corrective actions closed or on track
- [ ] Records organized and quick to retrieve

Observation

- [ ] Active, representative worksites available on audit dates (CSAM, for example, requires at least one active site and 50% of peak workforce)
- [ ] Sites match your procedures: PPE use, housekeeping, signage, equipment condition and hazard controls

Interviews: workers and supervisors can explain

- [ ] The safety policy and their responsibilities
- [ ] How to report hazards and incidents
- [ ] Emergency procedures for their area
- [ ] Safe work procedures and PPE for their tasks
- [ ] The training they have received

After the audit

- [ ] Findings reviewed, and corrective action plan submitted
- [ ] Actions closed and verified
- [ ] Maintenance audit scheduled for year 2

Remember the scoring: you need 80% overall, plus a minimum in every element (65% in Ontario, 50% in most other provinces). One element below the minimum can fail the audit even if your overall score is above 80%.

COR Readiness Scorecard

Rate each area from 1 (not started) to 5 (fully implemented, with records). Circle one number per row.

Area	Score (1–5)
Program setup (registration, courses, auditor)	1 2 3 4 5
Leadership and policy	1 2 3 4 5
Hazard assessment and control	1 2 3 4 5
Training and competency	1 2 3 4 5
Inspections	1 2 3 4 5
Incident investigation	1 2 3 4 5
Emergency preparedness	1 2 3 4 5
Worker participation	1 2 3 4 5
Contractor management	1 2 3 4 5
Records and internal audit	1 2 3 4 5

Total score (out of 50) _____

How to read your score

45–50
Close to audit-ready

35–44
Targeted fixes needed

25–34
Significant gaps

Below 25
Program development required

Important: any single area scored 1 or 2 is a red flag, whatever your total. COR audits fail on one weak element, so fix your lowest scores first.

Scored below 35? Let's close the gaps.

A checklist shows what is missing. 4S COR certification consultants help you fix it:

- Readiness assessment and gap analysis
- Safety program development
- Documentation systems and templates
- Internal and mock audit support
- Corrective action planning
- 4SafeCom™ for audit-ready records

100% external COR audit success, with an average score above 90% · 10+ years of COR consulting · 120+ COR-certified employers supported.

Request a COR Readiness Assessment

Figures as of October 2026. Requirements vary by province and certifying body; confirm details with yours. COR® is a registered trademark.