

## Partnerships Audit Quality Assurance Form – Regular Audit

<b>Audit Reviewer:</b> _____	<b>Audit Score:</b> _____	<b>COR Type:</b> <input type="checkbox"/> 3 year <input type="checkbox"/> 1 year <input type="checkbox"/> 6 mth
Employer Legal Name: _____		
Employer Trade Name: _____		
WCB Account(s): _____	Ind Code(s): _____	
Site (if site-specific): _____		
Lead Auditor Name: _____	<b>Partnerships Approvals Granted</b>	
Audit Team Members: _____		
Audit Start Date: _____	Audit End Date: _____	<input type="checkbox"/> Audit Date Extension
Audit Received Date: _____	Audit Review Date: _____	<input type="checkbox"/> Audit Submission Deadline Extension
Auditor Feedback Date: _____	Correct'ns Recvd Date: _____	Approved by: _____
Redraft Feedback Date: _____	Correct'ns Recvd Date: _____	
Redraft Feedback Date: _____	Final Report Date: _____	
<input type="checkbox"/> Final draft rejected <input type="checkbox"/> Quality Issues <input type="checkbox"/> Report duplicated from previous audit <input type="checkbox"/> Boilerplating <input type="checkbox"/> Timelines not met <input type="checkbox"/> Other _____		<input type="checkbox"/> Final Draft approved.  <div style="text-align: center;">         _____                      _____          Signoff                                      Date       </div>
		<b>Audit Review Score:</b> _____ /684    _____ %

### Required Audit Data:

<input type="checkbox"/> Employer Contact	<input type="checkbox"/> Employer Address	<input type="checkbox"/> Employer Phone/Fax/Email
<input type="checkbox"/> WCB Account(s) in Scope	<input type="checkbox"/> Industry Code(s) in Scope	
<input type="checkbox"/> Lead Auditor Address	<input type="checkbox"/> Auditor Phone/Fax/ Email	<input type="checkbox"/> Lead Auditor Certified
<input type="checkbox"/> Audit Team Listed	<input type="checkbox"/> Audit Team Certified	<input type="checkbox"/> Lead Auditor Signed off Report
<b>Audit Type:</b>	<input type="checkbox"/> Regular <input type="checkbox"/> PASE <input type="checkbox"/> MECOR Year 2 <input type="checkbox"/> MECOR Year3	<input type="checkbox"/> Audit completed while operations were active
<b>Auditor Type:</b>	<input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> Required docs attached
<b>Audit Purpose:</b>	<input type="checkbox"/> COR certification <input type="checkbox"/> COR renewal <input type="checkbox"/> COR maintenance <input type="checkbox"/> For Auditor Qualification	<input type="checkbox"/> Completed report has a professional appearance <input type="checkbox"/> Report format followed

### Sampling Details:

<input type="checkbox"/> employer org chart <b>and/or</b> description of organizational structure	<input type="checkbox"/> brief operation description given	<input type="checkbox"/> total number of work sites broken down by type/location
<input type="checkbox"/> total employee population breakdown by:	<input type="checkbox"/> interview sampling minimums met	<input type="checkbox"/> sampled work sites broken down by type/location
<input type="checkbox"/> level (managers, supervisors, workers)	<input type="checkbox"/> interview numbers broken down by level, department, etc.	<input type="checkbox"/> work site sampling minimums met
<input type="checkbox"/> shifts	<input type="checkbox"/> interview sampling is adequately justified	<input type="checkbox"/> work site sampling adequately justified
<input type="checkbox"/> full-time, part-time & casual positions	<input type="checkbox"/> interview sampling representative of audit scope	<input type="checkbox"/> work sites representative of audit scope
<input type="checkbox"/> departments		



Element 2	Score	Draft #	Final Score	Notes
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 7			
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 7			
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 28			
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contraction)				
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10			
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20			
<b>Element Total:</b>	/72			
				<b>Running Total</b>
				/180

Element 3	Score	Draft #	Final Score	Notes
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 9			
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 9			
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 36			
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contraction)				
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10			
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20			
<b>Element Total:</b>	/84			
				<b>Running Total</b>
				/264

Element 4	Score	Draft #	Final Score	Notes
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 9			
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 9			
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 36			
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contraction)				
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10			
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20			
<b>Element Total:</b>	/84			
				<b>Running Total</b>
				/348

Element 5	Score	Draft #	Final Score	Notes
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 7			
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 7			
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 28			
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contraction)				
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10			
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20			
<b>Element Total:</b>	/72			
				<b>Running Total</b>
				/420

Element 6	Score	Draft #	Final Score	Notes	
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 8				
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 8				
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 32				
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contraction)					
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10				
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20				
<b>Element Total:</b>	/78				
				<b>Running Total</b>	/498

Element 7	Score	Draft #	Final Score	Notes	
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 11				
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 11				
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 44				
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contraction)					
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10				
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20				
<b>Element Total:</b>	/96				
				<b>Running Total</b>	/594

Element 8	Score	Draft #	Final Score	Notes
<b>Scores are applied according to audit instructions/guidelines.</b> (1 point per question)	0 – 10			
Validation methods applied as per instructions (DIO). (1 point per question)	0 – 10			
<b>For each question, notes adequately justify the scoring and there is consistency between notes and score awarded.</b> (4 points per question)	0 – 40			
<b>Contradictions exist between one question and another.</b> (-5 for each question affected by contradiction)				
Program “strengths” are noted for the element, and are appropriate to the notes and scoring. (rating: 0, 5 or 10)	/10			
Suggestions given are clear and actionable, and appropriate to the notes/score for the element. (rating: 0, 5, 10, 15 or 20)	/20			
<b>Element Total:</b>	/90			
				<b>Running Total</b>
				/684

Overall Report	Score	Draft #	Final Score	Notes
<b>Contradictions exist from one element to another.</b> (-15 for each instance of a contradiction from element to element)				
<b>Element score calculated incorrectly.</b> (-5 for each miscalculation identified.)				
<b>Total Deducted from overall score</b>				
				<b>Grand Total</b>
				/684

The following items are to be scored “Yes” or “No.” All items must be scored “Yes” before the report can be approved by the Certifying Partner.

Overall Report	Y/N	Draft #	Notes
Report has a minimum of grammar and spelling errors.			
Ex. Summary includes key suggestions for improvement and key process strengths.			
Summary Score Sheet accurately represents overall scores.			