



NSNY COR INTERNAL MAINTENANCE ACTION PLAN

Frequently Asked Questions

1. Do we need to have a certified internal auditor on staff to participate in the Action Plan?

Yes. All companies need a certified Internal Auditor on staff (this means the auditor has submitted their student audit and has been keeping up with annual maintenance requirements). The certified Internal Auditor will likely lead the Action Plan process.

2. Does my part in completing an approved Action Plan maintain my Internal Auditor status?

Yes, as long as there is meaningful involvement within a considerable portion of the objectives demonstrated in the deliverables.

3. Are Action Plans acceptable as a maintenance option for SECOR companies?

No, Action Plans are currently an option for COR companies only. We hope to make this available to SECOR companies in time.

4. I completed all recommendations from my last external audit in my first-year action plan. Am I still required to incorporate a recommendation from the external audit in my second-year action plan?

Yes. Action Plans must always include at least one Health & Safety Objective, based on the previous external audit results.

5. Does taking part in an Action Plan change the internal audit due date for the company?

No. A completed Action Plan replaces the maintenance requirement of an internal COR audit and the final Action Plan submission is due by November 30. Your next audit will remain due on the same date as your previous audit (your certificate date).

6. Can I make changes to my Action Plan after it has been approved by NSNY?

Any changes will be considered at the discretion of NSNY, on a case-by-case basis. Written requests must be received prior to August 31. A formal explanation letter outlining the reasons for the changes requested must be completed and submitted on company letterhead, with approval signed by senior management.

7. What happens if I score less than 60% on my Action Plan?

Action Plans must score a minimum of 60% to maintain the company's COR. If you score below that, you may have to conduct an internal COR maintenance audit before the end of the calendar year. Additionally, the company would not be eligible to participate in an Action Plan for their next maintenance year.

8. What should I include in the Executive Summary?

The executive summary should include: strengths; opportunities; recommendations; and, a brief summary of deliverables achieved. It is similar to the executive summary used in your standard COR audit.

9. Can I submit each deliverable individually as it is completed?

No. We are only able to accept, and process deliverables submitted as one cohesive grouping. The deliverables are to be submitted along with the final Action Plan submission form.

10. Will the company be issued with a COR Letter of Good Standing (LoGS) after the Action Plan is submitted and approved (same as for an internal audit)?

Yes, the company will be issued with a COR LoGS after the Action Plan submission has been approved by NSNY. The LoGS will be valid to your next audit due date.

11. How do I submit my Action Plan?

All Action Plan submissions are to be sent electronically to cor@yukonsafety.com

Stay Connected with us:

NSNY staff is available to answer your questions and provide assistance by email or phone.

Contact us:

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Sincerely,

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For NSNY's updates and resources, and free course regarding COVID-19, please visit our [COVID-19 Information webpage](#).