



CERTIFICATE OF RECOGNITION (COR™) INTERNAL MAINTENANCE ACTION PLAN

NSNY’s COR™ Internal Maintenance Action Plan offers an alternative way for companies to maintain their COR™. An Action Plan is a formal health and safety evaluation for an employer to keep their COR™ status between recertifications. It is designed to implement suggestions for improvement from previous audits and safety objectives outside the normal audit scope. An action plan focuses on 3 criteria: objectives, milestones, and deliverables.

Eligibility Requirements

1. A full-time employee at the company must hold the training requirements
2. Company must have gone through a full three-year COR™ Cycle
3. Company achieved over 80% on last certification audit

Action Plan Proposal

Company Legal Name(s): _____

WCB Account Number(s): _____ Industry Code(s): _____

Please ensure all WCB accounts covered by your existing COR are listed to maintain certification for each.

of Employees: _____ # of Managers/Supervisors: _____ # of Worksites: _____ Company Contact: _____

Contact Phone: _____ Contact Email: _____

Required COR Course	Name of Individual	Certificate Number	Date Completed	Expiry date
Principles of Health & Safety Management				
Leadership for Safety Excellence				
WHMIS Train-the-Trainer OR Basic Instructional Techniques Auditor Training Program (including student audit)				
Basics of Workers' Compensation & Intro to RTW				
RTW Small/Large Business				

Leadership for Safety Excellence training for supervisors

Leadership for Safety Excellence	Name of Individual	Certificate Number	Date Completed	Expiry Date
List all full-time supervisors who have Leadership for Safety Excellence Training (at least 50% of full-time supervisors must have this training)				

Instructions for Action Plan Development

Complete the below items on the following pages (the blue boxes). Leave the orange boxes (self score and self scoring notes) blank as these will be filled in once the action plan has been completed and is ready for final submission.

Once the action plan has been developed, submit it by May 30th electronically to cor@yukonsafety.com or info@yukonsafety.com

Objectives:

- Must meet be SMART: Specific, Measurable, Attainable, Relevant, and Time-bound
- Must include 3 – 7 objectives that are started and completed within the calendar year
- Based on your corporate health and safety priorities, projects, or initiatives
- At least one objective must be based on the recommendations from your last external audit

Milestones:

- The breakdown of objectives into specific steps indicating of significant activities
- Specific individual/group responsibilities, target date, deliverable(s), and weighting
- Must include a minimum of 2 and a maximum of 5 for each objective

Deliverables for each Milestone:

- Supporting documentation that will be submitted as evidence of completion of milestones within objectives
- Must be completed and submitted by October 1st

Weighting for each Milestone:

- Depending on the importance of each milestone for reaching the overall objective, assign an appropriate weight
- Total score for all Milestones must equal 100 (see running total on top of next page). Each milestone requires its own score

For more information on developing your Action Plan, please review the [Action Plan instructions](#) found on the NSNY website.

Note: the completed action plan must score a minimum of 60% to maintain the company's COR™ certification and the auditor's certification. If the action plan scores less than the minimum score, an internal COR™ maintenance audit may be required before December 31.

Objective 1

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
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				Total for Objective 1	

Self Scoring Notes

Objective 2

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 2					

Self Scoring Notes

Objective 3

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 3					

Self Scoring Notes

Objective 4

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 4					

Self Scoring Notes

Objective 5

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 5					

Self Scoring Notes

Objective 6

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 6					

Self Scoring Notes

Objective 7

Check box if based on previous audit recommendation

Milestones (breakdown of milestones or significant activities to complete objective; min 2 to max 5)	Responsibility (individual or group assigned)	Target Date (for completion; plan due Oct 1)	Deliverables (submitted to NSNY as evidence of completion)	Weighting (added to total score)	Self Score (enter upon completion)
Total for Objective 7					

Self Scoring Notes

Proposal Complete

Submit the Proposal with all blue boxes filled in. Once the NSNY has approved your Proposal, you will work on implementing it throughout the year.

Proposal Self-Check

Action Plan Proposals must be submitted electronically with the below items prior to the May 30th deadline.

- Completed Proposal
- Developed Action Plan – objectives, milestones, responsibilities, target dates, deliverables, and weighting

Action Plan Final Submission

Once you have completed all the milestones and objectives, you will complete the remaining pieces of the action plan Proposal, including self-scoring and notes. You will also complete the auditor participation and executive summary on the next two pages. You will be required to review the finalized action plan with senior management and have them sign off on the action plan.

Finalized Action Plans must be submitted electronically to cor@yukonsafety.com with the below items prior to the October 1st deadline.

- Self-score based on the completion of each milestone
- Self-scoring notes for each objective
- All deliverables for each objective & milestone
- Auditor maintenance participation descriptions
- Executive summary outlining the results, strengths, and recommendations
- Senior Company Representative must acknowledge the results of the completed Action Plan by signing and dating

For more information on the Action Plan Final Submission, please review the [Action Plan instructions](#) found on the NSNY website.



Auditor Participation for Maintenance Requirement

A brief description of how the internal auditor(s) participated in the action plan must be provided and signed by the auditor for the action plan to maintain the auditor's certification for the year. If there was more than 1 internal auditor for the company, please ensure you explain how all auditors were involved in the action plan process.

Auditor Participation

Auditor Name: _____ Auditor Signature: _____



Executive Summary

Results, positive areas, and recommendations

Final Self Score / 100

Senior Company Representative – Sign Off (owner or manager)

Name: _____ Signature: _____ Date: _____