



**ENFORM HEALTH AND SAFETY PROGRAM CERTIFICATIONS
POLICY & PROCEDURE:
4.3 Auditor Recertification**

Background

Health and Safety Auditor Certification is valid for a three-year period.

Certified auditors must recertify at least once every three years. All auditors who completed the Certified Health and Safety Auditor Program prior to November 2008 will be required to successfully complete the revised Certified Health and Safety Auditor exam at auditor recertification stage.

Policy

4.3.1 Certified auditors must be recertified at least once every three years.

4.3.2 To be eligible for recertification, auditors must:

- Attend the one-day Certified Health and Safety Auditor Renewal course.
- Successfully complete a minimum of two audits or maintenance audit options within the three year auditor certification period.

4.3.3 If the auditor's certification has expired, the auditor will have up to six months from the date of expiry to recertify without having to retake the five-day Certified Health and Safety Auditor Program.

- Auditors whose certification has expired will not be permitted to register any new audits until they have completed the one-day Certified Auditor Renewal course.

4.3.4 Auditors whose certification has been expired for six months or more are required to re-apply to retake the five-day Certified Health and Safety Auditor Program and complete a qualification audit.

- External auditor candidates must meet the current external auditor pre-requisites in order to complete the Certified Health and Safety Auditor Program.

4.3.5 Auditors who completed the Certified Health and Safety Auditor Program prior to November 2008 will be required to write and pass Enform's revised auditor training exam as a recertification requirement.

- The required passing mark on the Certified Health and Safety Auditor exam is 80%.
- Once an auditor has successfully passed Enform's revised exam, there is no requirement to rewrite the exam again in subsequent recertification years.

- An existing auditor who scores less than 80% on the Certified Health and Safety Auditor exam will be allowed one exam re-write within three months of taking the original exam.
- An existing auditor who scores less than 80% on the Certified Health and Safety Auditor exam will not be permitted to register any new audits until they have successfully passed the exam, regardless if the auditor's certification has expired or not.
- Auditors will be required to retake the five-day Certified Health and Safety Auditor Program in the following situations:
 - The auditor scores less than 80% on the re-write of the Certified Health and Safety Auditor exam.
 - The auditor fails to re-write the Certified Health and Safety Auditor exam within three months of taking the original exam.
 - The auditor fails to re-write the Certified Health and Safety Auditor exam within six months of the auditor's certification lapsing.
- Existing auditors who choose to retake the five-day Certified Health and Safety Auditor Program will have to submit a new auditor application (internal or external) and meet all of the same requirements as new auditor candidates.

Procedure

The auditor will:

- Recertify at least once every three years by completing the following requirements:
 - Attend the one-day Certified Health and Safety Auditor Renewal course.
 - If applicable, achieve a mark of 80% or higher on the revised auditor training exam.
 - Successfully completing a minimum of two audits or maintenance audit options within the three year auditor certification period.

Approval



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