eC-AuditTool Upgrades: A Visual Guide

1. New Initial Start Page for New Audit

eCompliance Audit Tool - [Untitled.eca]

File   Report   Tools   Help

Select Audit Content

Include Certificate of Recognition (COR)?   [Yes]   [No]

Include Joint H&S Committee (optional in Alberta)?   [Yes]   [No]

Include Injury Management / Return to Work?   [Yes]   [No]

Certificate of Recognition (COR) Scoring Summary

    A. Management Involvement and Commitment

    B. Hazard Identification and Assessment

    C. Hazard Control

    D. Training

    E. Emergency Response

    F. Incident Reporting and Investigation

    G. Communications

    H. Joint Health & Safety Committees

Injury Management / RTW Scoring Summary

    I. Injury Management / RTW

[Start Audit]

Other tasks

[Switch to Administrative Audit] ⓘ

As you select which elements will be included in the audit, they appear in this box below.

You start the new audit by clicking "Start Audit" button after you have selected the Elements to be included.

For an administrative audit (where only a portion of the audit is conducted), you click here. Administrative audits are only conducted in a handful of scenarios and this type of audit always requires advance approval from Enform.

2. A new look for the home page of your audit that is organized on the basis of the steps of an audit.

3. Some minor changes to the "Audit Details" page to clear up any confusion.

These now appear under "Audit Details" in your final audit report.

New descriptions for audit start and audit complete.

Student Audit is now designated here rather than under "Audit Purpose" (e.g., sometimes an audit is both a "student audit" and a "maintenance audit")

4. New mandatory fields under Justification Information and assistance meeting the standard on the number of required site visits.

Site / Location Summary

Site / Location [_____] [Add New Site] Total Sites / Locations [0]

	Site	Type	Province/State	Description of Operations	Last Audited	Visited	Senior Manager	Middle Manager	Supervisor	Worker	Contractor	Visitor	Multi-Role
Delete	Main Office	Head office ▼	Alberta	Administrative Only	2012 ▼	☑	5	8	2	60	2	1	0
Delete	Service Shop	Fixed ▼	Alberta	Maintenance and...	2011 ▼	☑	1	2	6	20	2	0	0

New mandatory fields that will ultimately help ensure representative sites are visited and ensure all sites are visited over a 3 year cycle.

| Total | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Total Employees(Excluding Contractors) [104]   Total Interviewed(Excluding Contractors) [0]

Minimum Required Interviews [23]

Total Sites [2]   Sites Visited [2]

Minimum Required Sites to Visit [2]

☑ Audit Plan Approved By [Melissa Mass] on [Sunday , September 01, 2013 ▼]

An site visit planning tool equivalent to the one provided for interviews that calculates the number of required sites given the number of total sites (based on the Alberta Partnerships site sampling standard)

Justification Questions

Does the company run multiple shifts?   ○ Yes

Whenever there are over 30 sites or any question about the required number of sites or other audit complexities, an audit plan is required. This ensures the auditor receives the information they need on sampling requirements for these non-standard scenarios in advance.

Where standard sampling applies and an audit plan has not been pre-approved by Enform, this may be left blank.

5. More writing space for those occasions when auditor notes get longer.

When you click on element, the entire tree opens up down to the question level. A fourteen line text box is available for entering notes if you stay at element level.

If you click on question level, you can enter your notes in a text box that grows to match the length of your entry. Validation/the validation message can also be found here.

6. **You can automatically paste your auditor notes into the audit report Findings/Notes text box.**

Click "Append Notes" to automatically copy your auditor notes into the audit report.