Title:
AAC Professional Development Report Form - Health and Safety Auditor Certification

Authorization:
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Purpose:
The purpose of this form is for the CHSMSA applicant to document Professional Development.

Exceptions:
None

Revision History:

Date	Revision	Intent	Non-Intent	Revision No.
January 1, 2012	Initial Release 273E.10			
January 17, 2018	Reformat update		X	01

AAC Professional Development Report Form - Health and Safety Auditor Certification

Applicant Name: _____

Member ID: _____

Reporting Period: From: _____ To: _____

Safety Management System Auditors must have a minimum of 75 hours of Professional Development activities in at least 4 of 7 pertinent subject areas. Please specify the corresponding number of the subject area(s) that are relevant to the activity. Space is given to specify up to three subject areas per activity, if needed.

Subject Areas:

1) Audit principles, procedures and techniques

2) Management system and reference documents

3) Organizational situations

4) Applicable laws, regulations and other requirements

5) Safety management methods and techniques

6) Safety, Industrial Hygiene, Occupational health or other technical fields

7) Technical and operational safety aspects of businesses

Professional Development Record (Page ____ of ____)

This Professional Development Record must be completed to supplement the Audit Log and Auditing & H&S MS Related Activities Record. Refer to GUIDELINES Item 4 for full details about completing this form. Please be advised that this record may be reviewed further with you by the AAC Registrar during the recertification process. Use as many sheets and appended materials as necessary (e.g., copies of course certificates, publications, presentations, etc.).

PROFESSIONAL DEVELOPMENT Activity Type	**PDA Description**	**Hours**	**Activity Period FROM – TO [YY/MM/DD]**	**Details about the professional development activity, including full description of activity, sponsoring organization, location, title of publication, etc.**	**Contact details of person who can verify participation in the activity.**	**Relevant Subject Areas (refer to list above)**			**Relevant Subject Codes (refer to p.12 of Form 2)**	**Supporting documentation attached**
New (original) certification in an area related to health and safety auditing. (maximum of 10hrs/year)										
Maintenance of professional designation in area related to health and safety auditing. (maximum of 10hrs/year)										
Preparing and Presenting papers at conferences on relevant subject matter. (maximum of 10hrs/year)										

Professional Development Record (Page ____ of ____)

PROFESSIONAL DEVELOPMENT Activity Type	**PDA Description**	**Hours**	**Activity Period FROM – TO [YY/MM/DD]**	**Details about the professional development activity, including full description of activity, sponsoring organization, location, title of publication, etc.**	**Contact details of person who can verify participation in the activity.**	**Relevant Subject Areas (refer to list above)**			**Relevant Subject Codes (refer to p.12 of Form 2)**	**Supporting documentation attached**
Preparing and Publishing articles. (maximum of 5hrs/year)										
Participated as an instructor of an accredited health and safety auditing course. (the same course can only be used once)										
Participation as an in instructor for University/College continuing education courses in relevant subject areas. (the same course can only be used once)										

Professional Development Record (Page ____ of ____)

PROFESSIONAL DEVELOPMENT Activity Type	PDA Description	Hours	Activity Period FROM – TO [YY/MM/DD]	Details about the professional development activity, including full description of activity, sponsoring organization, location, title of publication, etc.	Contact details of person who can verify participation in the activity.	Relevant Subject Areas (refer to list above)			Relevant Subject Codes (refer to p.12 of Form 2)	Supporting documentation attached
Documented participation as an organizer and/or instructor at company internal or external workshop, seminar or course on health and safety auditing, SMS, OHSAS 18000 and other relevant topics										
Documented attendance at company internal or external workshop, seminar or course on health and safety auditing, SMS, OHSAS 18000 and other relevant topics										
Documented attendance and completion of an accredited health and safety auditing course.										

Professional Development Record (Page ____ of ____)

PROFESSIONAL DEVELOPMENT Activity Type	**PDA Description**	**Hours**	**Activity Period FROM – TO [YY/MM/DD]**	**Details about the professional development activity, including full description of activity, sponsoring organization, location, title of publication, etc.**	**Contact details of person who can verify participation in the activity.**	**Relevant Subject Areas** (refer to list above)			**Relevant Subject Codes** (refer to p.12 of Form 2)	**Supporting documentation attached**
Participation in graduate education										
Participation in university short courses on relevant topics.										
Documented attendance at a conference on relevant subject matter.										

Professional Development Record (Page ____ of ____)

PROFESSIONAL DEVELOPMENT Activity Type	**PDA Description**	**Hours**	**Activity Period FROM – TO [YY/MM/DD]**	**Details about the professional development activity, including full description of activity, sponsoring organization, location, title of publication, etc.**	**Contact details of person who can verify participation in the activity.**	**Relevant Subject Areas** (refer to list above)			**Relevant Subject Codes** (refer to p.12 of Form 2)	**Supporting documentation attached**
Participation as a Board or Committee Member of an health and safety auditing organization										
AAC Volunteer as an exam grader for auditor/assessor written examinations (3 hours per graded exam)										
AAC Volunteer as a panel reviewer for auditing/assessing experience of applicants (2 hours per application reviewed)										

Auditing & H&S MS Related Activities Record (Page ____ of ____)

Auditing & H&S MS Related Activities Record may be completed to supplement the Audit Log in the case where insufficient Health and Safety auditing experience has been attained by the applicant during the five-year period prior to recertification. Refer to the RECERTIFICATION APPLICATION SECTION B for details about completing this form. Please be advised that this record may be reviewed further with you by the AAC Registrar during the recertification process. Use as many sheets and appended materials as necessary.

AUDIT RELATED Activity Type	**ARA Description**	**Hours**	**Activity Period FROM – TO [YY/MM/DD]**	**Details about the professional development activity.**	**Contact details of person who can verify participation.**	**Supporting documentation attached: (Y/N)**	**#**
Management of an internal Safety Management System audit program							
Implementation of Health and Safety policies and procedures for registration to OHSAS 18001							
Design of audit protocols and programs							

Auditing & H&S MS Related Activities Record (Page ____ of ____)

AUDIT RELATED Activity Type	**ARA Description**	**Hours**	**Activity Period FROM – TO [YY/MM/DD]**	**Details about the professional development activity.**	**Contact details of person who can verify participation.**	**Supporting documentation attached: (Y/N)**	**#**
Audit Management							