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Title:
Initial Certification, and Recertification Application Package for Certified Health and Safety Management System Auditor (CHSMSA)

Authorization:
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Authorized by: Peter Beukema
Compliance Date: Immediate

Purpose:
The purpose of this application package is to document the information required to be submitted by CHSMSA certification applicants.

Exceptions:
none

Revision History:

Date:	Revision:	Intent:	Non-Intent	Revision No.
January 2012	Initial Release as 270E.11			
March 2017	Reformat update		X	01
March 2018	Reformat to distinguish between initial and recertification requirements	X		02



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The Application Package applies to both initial certification applicants AND recertification applicants. The information required to be submitted as well as the timeframes differ between the two. Please review the appropriate sections carefully. Before completing the application form, applicants should fully understand the qualification requirements.

Please type or print all responses clearly. Please do not leave any items blank - enter "N/A" for any category that does not apply.

Your application may be submitted to the AAC office in one of the following formats:

- Email
- Courier
- Regular Mail

If you are submitting your application form by email, please scan or mail a signed copy of the Acknowledgement, Release and Indemnity Section form (form 1). In addition, please scan or mail any related documentation that cannot be submitted electronically, making sure to identify these items clearly in your email submission.

If you are submitting by courier or regular mail, please submit the original and two (2) copies of your completed Application Form, including all required documentation, to the address below:

Auditing Association of Canada
Executive Director
9 Forest Road
Whitby Ontario
L1N 3N7

If you have any questions regarding the Application Package material, please contact the Executive Director by telephone: 1-866-582-9595, or email: admin@auditingcanada.com



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PART A Initial Certification:

For initial certification the following four (4) criteria must be met:

1. **Formal Education** (see table below). You must submit a copy of your degree or diploma. The registrar reserves the right to request transcripts if deemed necessary.
2. **Formal Training**. You must submit a copy of successful completion of a training program (certificate) that meets the content and duration requirements as specified in the table below. The applicant needs to provide information regarding the name of the training provider and instructor. The registrar reserves the right to request additional information such as the course syllabus and instructor(s) CV.
3. **Work Experience**
4. **Audit Experience**: the requisite audit experience must have been completed within the three (3) consecutive years prior to the date of application.

Formal Education:

Criterion	<p>Applicant auditors shall:</p> <ul style="list-style-type: none"> • possess a relevant degree; or • possess a degree other than a relevant degree; or • possess a relevant diploma from a post-secondary community college or equivalent; or, • have completed secondary school education.
Guidance	<p>Degree means a recognized Canadian or international degree, awarded by a recognized degree-awarding institution, and normally obtained after secondary education, through a minimum of three years formal full-time or equivalent part-time study.</p> <p>Relevant degree is a bachelor level (or higher) degree, in one of the following areas:</p> <ul style="list-style-type: none"> • engineering • environment • science • health and safety technology • law • business administration • industrial hygiene • accounting. <p style="text-align: right;">Community college level or equivalent would include Technical College or</p>



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	<p>CEGEP (Québec).</p> <p>Secondary education is that which is completed to the level immediately prior to entrance to a university or similar degree-awarding establishment.</p> <p>A qualification such as a technologist diploma from an approved community or technical college may be recognized by AAC as equivalent to a degree other than a relevant one for the purpose of determining the requirement for appropriate work experience. Technician/technologist diplomas typically involve completion of two to three years and over 2000 hours of formal, accredited academic training.</p> <p>Canadian Certified Engineering Technologist (CET) and Applied Science Technologist (AScT) are examples of acceptable technologist diplomas that may also be relevant in evaluating the equivalency of other diploma credentials with non-relevant three-year baccalaureate degrees.</p>
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Formal Training:

Criterion	<p>Completed 20 hours of auditor training that contributes to the development of knowledge and skills in the following areas:</p> <ol style="list-style-type: none"> 1. Audit principles, procedures and techniques as specified in ISO 19011. <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 2. Completed 20 hours of training in: <ul style="list-style-type: none"> • health and safety management systems and standards against which audits may be performed including OHSAS 18001, CSA Z1000 or ANSI Z10 • health and safety methods and technology • relevant requirements of health and safety laws, regulations and related documents • technical and health and safety aspects of various types of business activities and facility operations
Guidance	<p>Formal training courses are not required to be SCC-accredited or to follow AAC's course specifications in all respects, but applicants are required to provide course curricula to indicate that they have taken training in the required areas under the supervision of an appropriate instructor through a structured learning program that includes evaluation of participants achievement of learning objectives. Formal training courses may include both group (classroom) and individual learning activities.</p>



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	<p>Acting as an instructor in training courses on topics specified in this criterion may also be accepted as fully or partially satisfying this criterion.</p> <p>An OHSAS 18001 Lead Auditor course of a minimum of 35 hours duration satisfies both components of the Formal Training criterion.</p>
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Instructions for Completing Formal Training Submission:

Description of formal training (course provider information, course title and course curricula): Provide clear, concise and specific details of your relevant formal training, to demonstrate that the courses taken meet the formal training topics listed above. This includes the courses taken, topics covered in courses (course curricula), work completed and any papers given.

Contact Person: Provide means by which information can be verified, i.e. provide contact information for an instructor or training supervisor.

Date Course Attended (from - to): List your relevant formal training in chronological order beginning with your most recent training. Course Length in hours: Indicate the course length in hours.

Work Experience:

Criterion	<p>Applicants who have completed secondary school education should have a minimum of five years of work experience. Applicants with appropriate post-secondary education should have the amount of work experience indicated below, including at least two years in the Health and Safety management field.</p> <p>The work experience should contribute to the development of knowledge and skills in some, or all, of the following areas:</p> <ul style="list-style-type: none"> • Health and safety management systems and standards • Health and safety technology • Relevant requirements of health and safety laws, regulations and related documents • Technical and health and safety aspects of facility operations • Audit procedures, processes and techniques • Hazard identification, hazard management 	
	Educational Background	Minimum number of years of appropriate Health and Safety work experience.
	Secondary School Education	5 years



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	Non-Relevant Bachelor s Degree or College Diploma	4 years
	Relevant Bachelor s Degree or Non-Relevant Master s Degree	3 years
	Relevant Masters Degree (or higher)	2 years
Guidance	<p>Post secondary school education is the completion of an educational level beyond secondary school. Completion is verified by the granting of a university degree at the bachelor level or higher or a college diploma.</p> <p>Relevant post-secondary education is completion of a degree or diploma in fields as listed under formal education.</p> <p>The two years in the Health and Safety Management field require that the applicant have been involved with Health and Safety management systems and standards.</p> <p>The number of years of work experience need not be consecutive years.</p>	

Instructions for Completing Work Experience:

Name and contact information of employer, position held, duties and responsibilities, and other relevant information for each significant assignment. Provide clear, concise and specific details for work experience submitted. Include industry sector. In the description of duties and responsibilities include information of the nature of your experience, such as whether you were an audit team member, audit leader, project manager, etc.

Supervisor name and contact information: Provide contact information for person(s) familiar with your work, such as employer(s), client(s) or supervisor(s) and a means by which they may be contacted.

Dates employed: List your work experience in chronological order with your most recent experience first. Ensure you meet the minimum requirements for both total and appropriate work experience.

Audit Log – Detailing Audit Experience:

Criterion	<p>A minimum of seven complete audits for a total of at least thirty-five days of management system auditing. All audit experience submitted for the purpose of meeting the criterion shall have been completed within the three consecutive years prior to the date of application.</p> <p>The overall audit experience shall have been completed within the following entire management system standards: OHSAS 18001, CSA Z1000, ANSI Z10, or a similar management system according to AAC’s equivalency criteria.</p>
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	<p>The overall audit experience requires the applicant to have audited, on at least one of the audits submitted, on an audit team that has audited all elements of a Health and Safety management system.</p> <p>Off-site activities, such as planning, document review, and preparation of the audit report are limited to one day of every five days of audit experience recorded.</p> <p>(NOTE: The audit activities as described in ISO 19011:2011, 6.2 to 6.7 form the basis of an applicants audit experience evaluation. The AAC maintains an equivalency program whereby audits conducted in accordance with a standard other than ISO 19011 may be deemed, upon detailed review by AAC, to be consistent with ISO 19011, 6.2 to 6.7 and are thus accepted by the AAC in place of audit experience in accordance with ISO 19011.)</p>
<p>Guidance</p>	<p>Health & Safety Management Systems (H+S MS) Auditing Experience</p> <p>The audit experience submitted must also provide, in total over the experience, the following:</p> <ul style="list-style-type: none"> • The required auditing experience for CHSMSA shall be gained at a minimum of three different operating organizations or business units. • A complete audit is an audit covering all of the steps described in (ISO 19011) 6.3 to 6.6. • It is not required that the applicant has audited every element of a management system standard, but that the applicant has audited on (a) team(s) which has (have) audited an entire management system standard. • Auditing on-site includes the opening and closing meetings and the audit execution phase, but excludes document review (in accordance with ISO 19011 Clause 6.3), planning (in accordance with ISO 19011 Clause 6.4), and preparation of the audit report (in accordance with ISO 19011 Clause 6.6), even if these functions are performed on the premises of the auditee. <p>H+S MS Auditing Experience Requirements: To be acceptable for Health and Safety auditing experience in this program, an audit must meet the following criteria:</p> <ul style="list-style-type: none"> • Each audit must be an independent audit. (See also ISO 19011, 3.1 and 4(d), for guidance on the interpretation of independent). • Internal audits, sometimes called first-party audits, are conducted by, or on behalf of, the organization itself for management review and other internal purposes. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited. • External audits include those generally termed second- and third- party audits.



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	<p>Second-party audits are conducted by parties having an interest in the organization, such as customers, or by other persons on their behalf. Third-party audits are conducted by external auditing organizations, such as those providing consulting services, or registration or certification of conformity to the requirements of OHSAS 18001 or ANSI Z10.</p> <ul style="list-style-type: none"> • H+S MS audits means audits as defined in ISO 19011, which is the systematic, independent and documented process for obtaining audit evidence (records, statements of fact or other information, which are relevant to the audit criteria and verifiable) and evaluating it objectively to determine the extent to which the audit criteria (set of policies, procedures or requirements) are fulfilled. • All audits must be for the purposes of determining conformity, not combined with advice such as an action plan for developing/improving the health and safety management system. • Audits must be verifiable through the auditee. If a contact persons name and telephone number at the company audited cannot be provided, that audit will not be considered in the certification process. • Experience in other types of auditing and in Health and Safety investigations and assessments that do not meet the management system audit definition will not be recognized for the purposes of this criterion. • Providing legal, financial, business or consulting advice based on a review of completed health and safety management system audit reports does not represent health and safety management system auditing under this criterion.
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Instructions for completing Section 5: Audit Logs for audit experience section:

Copy the Audit Log, as required, to meet the minimum number of audits. Note that an equivalent audit day is 6 hours in length.

Audit Number: Number each audit submitted sequentially.

First Date of Site Visit: Provide the date of the opening meeting.

Number of Audit Days - Total: Total amount of time engaged in audit activity, including on-site time and off-site time. Off-site time is any time spent on preparation, documentation, report writing, etc. This activity may take place at the site of the audit or off location, but is still considered off-site time.

Number of Audit Days On-site: Total time spent on the actual audit only, from the opening to the closing meeting.

Audit Criteria: Indicate the audit criteria used, if Other, specify the criteria used.

Audit Process: Indicate the audit process used, if Other, specify the process used.

Your role in the audit: Indicate your role in the audit conducted.



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Your involvement in the audit process: Indicate your involvement in the audit process of the audit conducted. Relevant details about the audit: Provide details about the audit including name of organization audited, type of facility, industry sector, and name of organization conducting the audit if different from your employer.

Verification contact details: Provide the name and contact details for verification of your participation in the audit. This person can be the audit program manager, the audit team leader, another auditor on the team, or the auditee. A phone number is required and an email address should be provided. The applicant may not provide verification for his or her own audit experience. Include verification signature if possible. The printed name should accompany the signature.

Description of Audit: Describe in detail the nature of the audit. Provide details on which aspects of the audit process in which you were involved. If possible, reference the audit process as described in ISO 19011 (6.2 to 6.6). Provide as much detail as is necessary to accurately portray your audit experience. It is the applicants responsibility to provide sufficient detail regarding each audit listed to allow the Application Review Panel to evaluate the applicants audit experience.



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PART B Recertification:

The period of certification is five (5) years. AAC will provide a re-certification application package to certified auditors ninety (90) days prior to the expiry date. Auditors will have sixty (60) days to submit their completed forms for review by the registrar. To qualify for the re-certification process the auditor must have remained in good standing during the certification period. Re-certification requires the submission of the audit log and professional development record. Formal education need not be resubmitted unless it has been upgraded in which case it can be applied to professional development. Maintaining proficiency through formal training is credited as professional development. Please note that the number of audits and audit days for recertification differs from that of initial certification. Refer to AAC Procedure 1212.

Before completing the application form, applicants should fully understand the qualification requirements. Please type or print all responses clearly. Please do not leave any items MS blank - enter "N/A" for any category that does not apply.

GENERAL INFORMATION

Last Name:	First Name and Initial(s):	
Enter your name here as you wish it to appear on all official documents:	Registration Number: (for recertification)	Date of Registration (YY/MM/DD):

Please enter your complete mailing address and contact information for business and residence (optional).

BUSINESS

Company Name:		
Street Address/P.O. Box/Rural Route:		
City:	Province:	Postal Code:
Telephone:	Fax:	e-mail address:



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RESIDENCE (OPTIONAL)

Street Address/P.O. Box/Rural Route:		
City:	Province:	Postal Code:
Telephone:	Fax:	e-mail Address:

Please indicate the location where you prefer to receive correspondence:

Business Residence

'Health and Safety Auditing Experience (Audit Log):

Submission of an Audit Log, provided in this package, will be required for assessing Health and Safety auditing experience. CHSMSAs must achieve a minimum of 50 audit workdays on 10 Health and Safety audits in the five-year recertification period. Eligible audit experience for recertification must include involvement in all aspects of the audit process as described in ISO 19011 and OHSAS 18001. "Health and Safety audits" means Health and Safety audits as defined in OHSAS 18001, and may include not only H&S MS audits but also multi-issue compliance audits, single issue audits, and integrated EHS audits that meet the above definition.

Auditing & H&S MS Related Activities:

It is expected that as a result of career progression, some auditors may gradually become less involved in hands-on aspects of Health and Safety audits and more involved in managing audit functions. Therefore, auditing-related activities will be recognized as equivalent to auditing experience to a maximum of 50% of the professional practice requirement. Activities that count as credit towards professional practice include such areas as managing audits or developing audit protocols. These activities may be documented on Professional Development Report Form (Form 3) - Health and Safety Auditor Certification available on the AAC website.

Table 2 - Scenarios For Calculating Health And Safety Auditing Days And Supplementing With Auditing & H&S MS Related Activity Days shows examples of possible options for using Auditing and Related Activities to supplement audit experience.

Acceptable audit and H&S MS related activities include:

- 1) Audit principles, procedures and techniques
- 2) Management system and reference documents
- 3) Organizational situations



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- 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

AUDITING EXPERIENCE – AUDIT LOG

Applicant Name:				Registration #:		Date of Registration:		Current Designation:		Page ____ of ____	
#	First Date of Site Visit [YY/MM/DD]	Number of Audit Days		Type of Audit [See codes below]	HSMS Standard audited	Element(s) audited	Your role in the audit A=Auditor L=Lead	Relevant details about the audit	Verification Contact details (Name, title/role, phone, e-mail)		
		Total	On-Site								
Description of Audit:											

Type of Audit: CMS = Complete Health and Safety Management System, PMS = Partial Health and Safety Management System, IMS = Integrated Management System, C - Compliance Audit, DD – Due Diligence.

Applicant Signature: _____

Date: _____

Duplicate this page for additional audits as necessary



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Auditing and Health and Safety Related Activities and Professional Development Record:

AAC Professional Development Report Form 3 - Health and Safety Auditor Certification should be used to complete the Auditing & H&S MS Related Activities Record and Professional Development Records.

Professional Development:

The Professional Development Record must be completed to meet the minimum requirements for recertification and potentially to supplement the Audit Log and Auditing & H&S MS Related Activities Record. Refer to Section C – Guidelines: Item 4 for details about completing this form.

Auditing & H&S MS Related Activities:

The Auditing & H&S MS Related Activities Record need only be completed if required to supplement the Audit Log in the case where the applicant has attained insufficient Health and Safety auditing experience during the five-year period prior to recertification.

Please be advised that the AAC Registrar may review these records further with you during the recertification process. Use as many sheets and appended materials as necessary (e.g., copies of course certificates, publications, presentations, etc.).

Qualification Requirements For Recertification:

The following information provides a brief description of the qualification requirements for recertification as a Certified Health and Safety Management Systems Auditor (CHSMSA). Full details about AAC recertification qualification criteria, including interpretative guidance, can be found in the SECTION C: GUIDELINES FOR COMPLETING THE RECERTIFICATION APPLICATION. Criteria for the professional practice component and the professional development component are illustrated in the Table 1 below.



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Table 1

<i>CRITERIA 1: PROFESSIONAL PRACTICE - HEALTH AND SAFETY AUDITS</i>	
Minimum number of Audit Days	50
Minimum number of Audits	10
<i>CRITERIA 2: PROFESSIONAL PRACTICE - AUDITING & H&S MS RELATED ACTIVITIES</i>	
Maximum allowable Auditing and H&S MS related activity days	50% of total Health and Safety audit days to a maximum of 25 days
Refer to Scenarios in Table 2 for equivalencies between Criteria 1 and Criteria 2	
<i>CRITERIA 3: PROFESSIONAL DEVELOPMENT ACTIVITIES</i>	
Minimum number of hours	75
Refer to Scenarios in Table 3 for equivalencies between Criteria 1,2 and 3	

Professional Development Activities:

Auditors must document their professional development activities using document Professional Development Report Form (Form 3) - Health and Safety Auditor Certification available on the AAC website. The minimum requirement for continuing professional development is 75 hours during the five-year recertification period. In addition to describing and listing professional development activities on the Professional Development Record, auditors are required to provide supporting documentation and/or the name and contact information of an appropriate individual that can verify that the auditor has undertaken that activity.

Table 3 - Scenarios for supplementing professional practice days with professional development activities (converted from hours to days) shows possible options for using Professional Development to supplement auditing experience.



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Table 2: Scenarios For Calculating Health And Safety Auditing Days And Supplementing With Auditing & H&S MS Related Activity Days

PROFESSIONAL PRACTICE EQUIVALENCIES BETWEEN CRITERIA 1 and 2	SCENARIO 1	SCENARIO 2	SCENARIO 3
1. CRITERIA 1: Professional Practice - Health and Safety Auditing days	50	25	0
2. CRITERIA 2: Professional Practice – Auditing & H&S MS Related Activities days	0	50	60
3. Criteria 2 days converted to Criteria 1 days (1 Auditing & H&S MS-Related Day – ½ Health and Safety Auditing Day to a maximum of 20 days)	0	25	25
Total Days (1+3)	50	50	25
Results	meets minimum recertification requirements	meets minimum recertification requirements	still requires PD hours – see Scenario 2 in Table 3

Table 3: Scenarios For Supplementing Professional Practice Days With Professional Development Activities (Converted From Hours To Days)

PROFESSIONAL DEVELOPMENT EQUIVALENCIES – BETWEEN CRITERIA 1, 2 AND 3	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
1. CRITERIA 1: Professional Practice - Health and Safety Auditing days	25	0	0	0
2. CRITERIA 2: Professional Practice – Auditing & H&S MS Related Activities days	0	50	80	0
3. Criteria 2 days converted to Criteria 1 days (1 Auditing & H&S MS-Related Day – ½ Health and Safety Auditing Day) (max 25)	0	25	25	0



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PROFESSIONAL DEVELOPMENT EQUIVALENCIES – BETWEEN CRITERIA 1, 2 AND 3	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
4. CRITERIA 3: Professional Development Activities – in hours *	600	600	480	800
5. Criteria 3 hours converted to Criteria 1 days (24 hours =1 day)	25	25	20	25
Total Days	(1 + 5) = 50	(3 + 5) = 50	(3 + 5) = 45	25

* in addition to 75 hour minimum requirement already met



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Section C: Guidelines For Completing The Application Form

The GUIDELINES section includes the (Re)certification Criteria for AAC-Certified Health and Safety Management Systems Auditors and provides interpretative guidance and additional information for completing Items 2 through 4 of the Application Form.

Applicants for (re)certification must satisfy AAC's (Re)certification Review Panel that they meet the qualification criteria for AAC-Certified Health and Safety Management Systems Auditors as described below. The criteria and the related interpretative guidance items will be reviewed by AAC periodically, and are therefore subject to amendment from time to time.

Item 2: Professional Practice: Health And Safety Auditing Experience – Audit Log

CHSMSA RECERTIFICATION QUALIFICATION CRITERIA: Health and Safety Auditing Experience	
Criterion:	<p>During the immediately preceding 5 years (or during the five (5) year certification period), an applicant auditor shall submit documentary evidence of having undertaken a minimum of ten (10) Health and Safety audits that total a minimum of thirty (50) audit days (or equivalent). Note: Please contact AAC Registrar regarding equivalency criteria.</p> <p>** In order to assure that there is ongoing development of auditing skills, there may be no more than 18 months between successive audits.</p>
Interpretative Guidance	<p>Eligible Audits</p> <p>Eligible audit experience for recertification must include involvement in all aspects of the audit process as described in ISO 19011.</p> <p>“Health and Safety audits” means Health and Safety audits as defined in OHSAS 18001, and include not only H&S MS audits but also multi-issue compliance audits, single issue audits, and integrated audits that meet the above definition.</p> <p>Providing legal, financing, business or consulting advice based on review of completed audit reports does not represent Health and Safety auditing under this criterion.</p> <p>Experience in other types of auditing and in Health and Safety investigations and assessments that do not meet the Health and Safety audit definition will not be recognized for the purposes of this criterion.</p> <p>Auditors who have been out of the workforce for maternity/paternity leave or disability leave may have their recertification period extended for an amount of time equal to the time away from the workforce.</p>



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Item 2: Professional Practice: Health And Safety Auditing Experience – Audit Log (Continued)

ADDITIONAL DETAILS FOR COMPLETING THE AUDIT LOG	
First Date of Site Visit	Date of opening meeting.
Total audit time in days	Total amount of time engaged in audit activity, including: on-site time and off-site time any time spent on preparation, documentation, report writing, etc.
Total on-site time in days	Total time spent on the actual audit only, from the opening to the closing meeting.
H&S MS standard audited	OHSAS 18001 or an acceptable alternative Health and Safety management system normative document. (Note: a list of acceptable standards is available through AAC.)
Element(s) Audited	Element(s) of the standard audited by the applicant (e.g. OHSAS 18001, s. 4.1.4)
Relevant details about the audit	Provide name and contact information of organization for whom audit was conducted. Provide clear, concise and specific details of Health and Safety auditing experience, including type of facility, industry sector and name of organization conducting the audit if different from your employer.
Verification contact details	Provide name and contact details for verification of your participation in the audit. This section should be completed for maintenance, recertification, and unwitnessed audit experience. This person can be the audit program manager, the audit team leader, another auditor on the team, or the auditee. A phone number is required and email address if available. The applicant may not provide verification for his/her own audit experience. Include verification signature if possible. The printed name should accompany the signature for clarification purposes.
Description of Audit:	Describe in detail the nature of the audit, your role in the audit and the aspects of the audit process with which you were involved. Provide as much detail as is necessary to accurately portray your audit experience. It is the applicant's responsibility to provide sufficient detail regarding each audit listed to allow the Recertification Review Panel to evaluate your audit experience.



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Item 3: Professional Practice: Auditing & H&S MS Related Activities Record

CHSMSA RECERTIFICATION QUALIFICATION CRITERIA: Auditing & H&S MS Related Activities	
Criterion:	Audit and H&S MS related activities will be recognized as equivalent to auditing experience to a maximum of 50% of the professional practice requirement – i.e. a maximum of 25 days total.
Interpretative Guidance	<p>Acceptable Auditing and H&S MS Related Activities include:</p> <ul style="list-style-type: none"> • Audit principles, procedures and techniques • Management system and reference documents • Organizational situations • Applicable laws, regulations and other requirements • Safety management methods and techniques • Safety, Industrial Hygiene, Occupational health or other technical fields • Technical and operational safety aspects of businesses

Examples of possible options for using Auditing and H&S MS Related Activities to supplement audit experience are found in TABLE 2 - SCENARIOS FOR CALCULATING HEALTH AND SAFETY AUDITING DAYS AND SUPPLEMENTING WITH AUDITING & H&S MS RELATED ACTIVITY DAYS.



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Item 4: Professional Development Record

CHSMSA RECERTIFICATION QUALIFICATION CRITERIA: Professional Development Activities	
Criterion:	<p>Auditors must undertake a total of 75 hours of appropriate professional development over the five-year recertification period. Table 4 below lists various professional development activities that the auditor may consider for the purposes of satisfying recertification requirements. The table does not represent an exhaustive list. AAC will consider additional activities if the auditor can demonstrate the activities to the relevance in developing personal skills and knowledge in appropriate subject areas.</p> <p>Auditors must indicate on their record of Professional Development Activities for each entry, the subject area to which the activity is relevant using the code indicated below:</p> <ol style="list-style-type: none"> a) Health and Safety aspects of facility operations b) Relevant requirements of Health and Safety laws, regulations and related documents c) Health and Safety management Systems standards and standards against which audits may be conducted d) Audit procedures, processes and techniques <p>Each professional development activity must be relevant to at least two subject areas outlined in the list above. Auditors must undertake professional development activities relevant to all five-subject areas to qualify for recertification.</p> <ul style="list-style-type: none"> • A schedule will be prepared by AAC for statistics on CHSMSAs who participated in the essay and oral exam process as reviewers or examiners. It is sufficient to indicate the number of hours as a reviewer / examiner on your Professional Development log. The statistical information will be available on file at the AAC office and will be forwarded to applicants on request. • Annual hours permitted for attendance / participation at conferences and workshops will be limited to attendance at the actual event. For example, attendance at the AAC annual conference would be calculated at eight (8) hours per day attended. AAC maintains records of conference attendance, therefore, it is sufficient to indicate the year and number of days attended on your Professional Development Log. <p>Table 2 and Table 3 provide some examples for calculating Health and Safety auditing days and professional development activities.</p>



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CHSMSA RECERTIFICATION QUALIFICATION CRITERIA: Professional Development Activities	
Interpretative Guidance	<p>Professional Development equivalency to Professional Practice (i.e. auditing experience and auditing and H&S MS related activities):</p> <ul style="list-style-type: none"> As there is no specific method to be used for auditors to maintain their competency, AAC has adopted a flexible approach to allow the incorporation of professional development activities in the professional practice criteria. In the case where an auditor does not meet the professional practice requirements of Health and Safety auditing experience and/or auditing & H&S MS related activities the auditor can still be recertified providing they supplement the missing professional practice time with professional development activities. Continued professional development over and above the 75-hour minimum requirement will be recognized as equivalent to professional practice activities at a ratio of 24 hours of professional development to 1 day of professional practice activities.

Table 4: Professional Development Activities

	Maximum annual hours per activity	Documentation Required
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	unlimited	Letter/documentation from sponsoring organization indicating attendance.
Documented attendance at company internal or external workshop, seminar or course on health and safety auditing, SMS, OHSAS 18000 and other relevant topics	unlimited	Letter/documentation from sponsoring organization indicating attendance.
Documented attendance and completion of an accredited Health and Safety auditing course.	unlimited	Copy of certificate of completion.
Participated as an instructor of an accredited Health and Safety auditing course.	same course only considered once during 5-yr period.	Letter/documentation from sponsoring organization.
Participation in graduate education.	unlimited	Transcripts



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	Maximum annual hours per activity	Documentation Required
Participation in university short courses on relevant topics.	unlimited	Copy of certificate of completion.
Participation as an in instructor for University/College Continuing education courses in relevant subject areas.	same course only considered once during 5-yr period	Letter/documentation from institution.
New (original) certification in an area related to Health and Safety auditing.	maximum of 10hrs/year	Copy of certificate.
Maintenance of professional designation in area related to Health and Safety auditing.	5 hours/year	Documentation of maintenance requirement fulfillment from certification body.
Documented attendance at a conference on relevant subject matter.	unlimited	Documentation of attendance and relevance of subject matter.
Preparing and Presenting papers at conferences on relevant subject matter.	(maximum of 10hrs/year)	Conference program.
Preparing and Publishing articles.	(maximum of 5hrs/year)	Article showing authorship and table of contents of publication.
Participation as a Board or Committee Member of an health and safety auditing organization	unlimited	AAC Documentation
AAC Volunteer as an exam grader for auditor/assessor written examinations	(3 hours per graded exam) – unlimited total	AAC Documentation
AAC Volunteer as a panel reviewer for auditing/assessing experience of applicants	(2 hours per application reviewed) – unlimited total	AAC Documentation