



**Title:**

Certified Health and Safety Management System Auditor

**Authorization:**

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**Compliance Date:**

Immediate

**Purpose:**

The purpose of this procedure is to guide the process of CHSMSA certification and re-certification.

**Exceptions:**

none

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Intent:</b>	<b>Non-Intent</b>	<b>Revision No.</b>
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## 1.0 Purpose:

The purpose of this procedure is to outline the process of providing guidance to individuals seeking to certify as Certified Health and Safety Management System Auditors. It also applies to recertification as well.

## 2.0 Scope:

The application of this procedure is bounded as follows:

- applies to CHSMSA initial and recertification; and
- applies only to members in good standing.

## 3.0 Direction:

The process is illustrated in the flow diagram found in Appendix A. The process is supported by forms and templates available on the AAC website.

The process for initial application and recertification is largely the same. Recertification does not require the initial certification fee (see discussion of fees), nor does it require rewriting the exam.

The following documents found on the AAC website support the application and recertification process:

- CHSMSA Backgrounder;
- Body of Skills and Knowledge for CHSMSA;
- Application Guidance for CHSMSA;
- Application for CHSMSA;
- CHSMSA Recertification Application; and
- Professional Development Form.

### 3.1 Process:

#### 3.1.1 Application:

The Application Package for (re)certification as a Certified Health and Safety Management System Auditor [CHSMSA] consists of three (3) sections as follows: The same process is followed for recertification.

Appendix B: (Re)certification Application Form, Including Audit Log;  
Appendix C: (Re)certification Process for CHSMSA; and  
Appendix D: Guidelines for completing the (Re)certification Application Form.

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

- Email;
- Courier; or
- Regular Mail.

If you are submitting your Application Form by email, please scan or mail a signed copy of the Acknowledgement, Release and Indemnity Form. In addition, please scan or mail any related



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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 completed application and all supporting documentation to the address below:

Auditing Association of Canada  
Executive Director  
9 Forest Road  
Whitby, ON  
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](mailto:admin@auditingcanada.com)

The AAC reserves that right to audit applications.

The process will typically be administered by the AAC Executive Director and applied by the ACC CHSMSA Registrar.

All information will be confidential and discussed only with verifiers and appointed Board members. Only the Registrar and Board will be aware of the application and decisions.

- a. Members seeking certification should familiarize themselves with the process including timelines.
  1. Applicant shall demonstrate a thorough understanding of and commit to abide by the AAC's Code of Ethics. Refer to Website for a copy of the Code;
  2. Applicant must agree to the Release and Indemnity statement, and provide as part of the application a signed copy of the statement;
  3. Applicant submits, to the Executive Director AAC, their request for certification along with all supporting documentation;
  4. Applicant must be a member in good standing of the AAC;
  5. After the registrar has determined that the applicant meets the eligibility criteria – the applicant must pay the application fees;
  6. Qualified applicants will be required to write an exam. The Registrar will provide the details of the process. The pass threshold for the exam is 75%;
  7. The applicant must remain a member in good standing with annual AAC membership dues and CHSMSA maintenance dues kept up to date.

***Recertification Process For CHSMSA:***

To maintain certification, Certified Health and Safety Management Systems Auditors shall be recertified every five (5) years. Recertification is achieved by meeting the requirements for professional practice



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and continued professional development as well as satisfying other recertification requirements prescribed by AAC. The recertification process ensures the ongoing maintenance and continual development of competency, skills and knowledge. The following are specifics about the AAC recertification process:

- The initial certification period of AAC-Certified Health and Safety Management Systems Auditors is five (5) years in duration;
- Each subsequent recertification period shall be five (5) years in duration;
- There is no cost to applicants for submitting an application for recertification package. The costs for this process are built into the annual maintenance fee structure;
- AAC will provide a recertification application package to certified auditors ninety (90) days in advance of recertification;
- Auditors will have sixty (60) days from receipt of the recertification application package to submit their completed forms and supporting documentation; and
- Auditors will maintain their designation during the period in which AAC is reviewing the application for recertification.

***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 (Re)certification Application Package for Certified Health and Safety Management System Auditor (CHSMSA) Form 2 - Section C: Guidelines for Completing the Recertification Application.

AAC will complete the process by conducting the following activities:

1. The Executive Director (ED) relays file and attachments to the AAC Registrar for preliminary review. The purpose of this review is to determine whether there are obvious shortcomings in the information provided;
2. The AAC Registrar contacts applicant and informs them of results of preliminary review. Any shortcomings with the applicant are explained to the candidate in detail;
3. When the application passes the preliminary review AND when the application fees have been paid – the AAC Registrar will verify that the candidate meets all criteria, and will validate key aspects of the application such as audit log and training;
4. The AAC Registrar will administer the written exam;
5. The AAC Registrar will inform the candidate in writing of the results; and
6. AAC will provide a letter and certificate to successful candidates.



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### ***Recertification:***

#### **Evaluation Of Recertification Applications:**

The recertification Application Form must be completed in full, including supporting documentation. AAC reserves the right to reject incomplete applications, therefore, please read the APPLICATION FORM and the GUIDELINES section carefully prior to completing the application, and type or print your responses legibly.

AAC will review the Application Form for completeness and will verify each applicant's qualifications through objective evidence from the applicant and from other sources in evaluating conformance with AAC's recertification qualification requirements as described in the GUIDELINES section included with this package. Incomplete applications will not be processed until such time as the applicant has provided the requested information.

The AAC Recertification Review Panel will review and verify the application form and accompanying materials. The Panel will decide the applicant's eligibility for recertification. Applicants will be notified in writing within one (1) week following the decision of the Recertification Review Panel. Names of all successful recertification applicants will be presented for ratification at the first AAC Board of Directors meeting following the above-mentioned written notification.

In the event that the recertification applicant does not meet the minimum requirements, the applicant will be notified of any deficiencies. Applicants will be given a maximum of six (6) months from the notification date to fulfill the requirements for recertification. After the six (6) month period has elapsed, applicants will be required to re-apply for certification in a subsequent application session.

#### **3.2 Unsuccessful Applicants:**

Applicants who fail to meet the specified criteria or fail to pass the interview or exam, may appeal the decision, re-apply, or request to re-write the exam. Additional fees may apply.

#### **3.3 Fees:**

All applicants must be AAC members in good standing. Initial application and annual maintenance information can be found on the website under the health and safety certification tab. There is a discount of 50% on the initial application and annual maintenance fees for CHSMSAs who also have a CRSP designation. The annual maintenance fee covers recertification i.e. there is no incremental fee on the recertification year provided that the fees have been maintained. See Section 3.4 disrupted certification.

#### **3.4 Disrupted Certification:**

Individuals that do not maintain their standing through failure to recertify or failure to pay AAC membership or CHSMSA maintenance fees will be removed from the CHSMSA registry and may no longer represent themselves as being certified. Such individuals may be required to go through the 'new applicant' process including being interviewed or writing exams as applicable. Depending on the



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duration of the lapse or extenuating circumstances, the AAC may allow the individual to be reinstated, or recertify without penalty.

Individuals that qualify for CRSP discounts must maintain their CRSP status. In the event that they are no longer CRSPs they must notify the AAC (Executive Director) immediately.

### 3.5 Appeals:

An applicant who is unsuccessful in the certification process may appeal the decision by filing a written Notice of Appeal with the AAC Registrar within thirty (30) days of the date of notification of the decision. The notice must include all relevant facts needed to substantiate the appeal.

**No new evidence may be presented in filing the Notice of Appeal.** Notwithstanding, AAC reserves the right to request additional material from the applicant during its review of the Appeal Record and to extend the time frame for making its decision accordingly.

AAC will review all of the materials submitted by the appellant, including documentation previously submitted by the applicant in the initial certification process and/or submitted in the recertification application process, that may be relevant to the appeal (the "Appeal Record").

AAC (or its designate) will make a decision about the applicant's appeal and notify the applicant in writing of its decision within sixty (60) days of receipt of the Notice of Appeal. Individuals who have no conflict of interest with respect to the applicant, in accordance with the AAC conflict of interest guidelines, will make the appeal decision.

**The decision rendered by the AAC Appeals Panel will be final.** Applicants whose appeals are unsuccessful may re-apply for certification in a subsequent application session.

### 3.6 Discipline:

All members of the AAC must abide by the Code of Ethics. Non-compliance with the code may result in disciplinary action. Unacceptable or disreputable behaviours not expressly mentioned in the code may also result in disciplinary behaviour. Discipline can include revoking certification, suspending membership or expelling the individual from the association. The Board's decision shall be final and binding.

## 4.0 Definitions, Abbreviations and Acronyms:

Member in good standing means a member who has paid their annual dues and is not subject to a disciplinary review (bylaw s 3.03)

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## 5.0 Records

Records of the application and decision will be maintained as in the Board only section of the website. The records may be subject to audit.

