

2.10 Action Plan in Lieu of Maintenance Audit

Employers who have been involved in a health and safety audit process for some time, and who consistently score quite high on their health and safety audits may request approval to complete an Action Plan in lieu of internal maintenance audits.

To be eligible, employers must,

- hold a regular Certificate of Recognition (not a SECOR)
- have completed at least one full 3-year COR audit cycle
- obtain approval from the AFPA to proceed with the Action Plan Process.

Employer Responsibilities

- Apply to the AFPA within the first quarter of the calendar year in which the maintenance audit is required.
- Actively pursue completion of the planned activities throughout the year.
- Submit the Action Plan, together with supporting documentation, by November 30 of each year.
- Ensure the Action Plan will:
 - address how the employer plans to implement the key suggestions for improvement from their most recent external health and safety audit (corporate projects may be acceptable as part of the Action Plan).
 - outline the projects to be undertaken together with the accompanying deliverables to demonstrate that the projects have been completed as planned.
 - include target dates for completion of each project, and the names of the person(s) responsible for completion.
 - deliver a report of the completed deliverables to the AFPA by November 30 of the year.
Relative weights must be assigned for each project (out of 100 points), to allow the AFPA to determine the percentage of completeness at the end of the year.
 - ensure that at least 80% of the projects are completed by November 30. If they are, the Action Plan Process can be followed for the second maintenance year. If the

standard is not met, the employer must conduct an internal audit in their second maintenance year.

Certifying Partner Responsibilities

- Review the employer's completed submission to determine if the recommendations from the last certification audit have been fully addressed, and if the proposed deliverables are sufficient (80% or more of activities promised by the Action Plan have been completed).
- If the documentation in support of the Action Plan is found to be insufficient to support the 80% completion level, the AFPA will notify the employer in writing of the deficiencies.
- The AFPA may agree to review additional documentation to demonstrate completeness of projects as long as it is submitted before December 31 of the maintenance year.