

2.7 AFPA Certified External Consultant Auditor Guidelines

AFPA Certified External Consultant Health & Safety Auditors are individuals certified to perform external health & safety audits of an employer company's operations for a fee.

To become certified as an AFPA External Consultant Auditor, the candidate must:

- submit a resume and recommendations from 3 people in the industry to the AFPA
- successfully undergo an interview with the AFPA Director of Health, Safety & Transportation.
- have demonstrated knowledge of applicable provincial and federal legislation.
- have worked in the forest industry for at least 3 years, and/or have a comparable amount of experience performing health & safety audits for another industry.
- successfully complete the AFPA's "*Leadership in Health and Safety*" program (with a minimum of 90% on the exam), and participate in an AFPA *Auditor Training* session, and an AFPA *Occupational Health and Safety Act & Regulations Training* session. In the event that the candidate has successfully completed an Occupational Health and Safety Certificate program from the University of Alberta, the requirement to complete the all or part of the AFPA training may be waived.
- perform a Qualification Audit for a company to be determined by the AFPA. The audit must be performed within 6 months of completing the Leadership in Health & Safety training course, and the report must pass the AFPA/Partnerships quality standards. (This audit must be performed free of charge, since the candidate will not yet be an AFPA Certified Auditor.)
- sign a copy of the AFPA Auditor Code of Ethics.

Note that External Consultant Auditors are initially certified on a probationary basis. Until they have successfully completed 2 additional audits for AFPA members or contractors, they can be removed from the auditor list at the discretion of the AFPA Director of Health, Safety and Transportation.

External Consultant Auditor certifications are assessed annually by the Director of Health, Safety & Transportation. Considered during the certification review is the quality of the individual auditor's audits (and the submitted reports), any significant complaints regarding their performance, and any breaches of the Code of Ethics. Auditors whose certification is not renewed may be invited by the Director to reapply for External Consultant status at a future date.

Auditor certifications may lapse if the auditor does not complete an audit on an AFPA registered company for 2 years. Auditors whose certification has lapsed as a result of this inactivity can be recertified on request at the discretion of the Director.