

Certificate of Recognition

Northern Construction Safety Association

Certificate of Recognition (COR) Process

The Certificate of Recognition program is available to all members and associate members of the NCSA from owner/operators to large corporations and is administered by the Northern Construction Safety Association.

The process to obtaining a Certificate of Recognition for companies with ten or more employees is:

Step 1: Register the company in the program by filling in the attached COR registration form and faxing it back to the NCSA.

Step 2: Have at least one full time employee complete the following core courses:

Principles of Health & Safety Management – A one day course designed to help the company develop and implement a health & safety program.

Auditor Training – A two day course designed to help the person responsible for health & safety understand how to measure the effectiveness of the program within the company.

Leadership for Safety Excellence – A two day course designed to help the supervisor understand their health & safety roles and responsibilities. The course covers legislation, inspections, investigations and training (safety meetings, etc.).

Train-the-Trainer course – A one day course in either Flagperson or Transportation of dangerous Goods (TDG) or Workplace Hazardous Materials Information System (WHMIS). Once the course is successfully completed, the participant can train other workers within the company.

Step 3 – On completion of the required training, the auditor must submit a self audit for review by the NCSA. Upon a successful review the auditor will be granted auditor certification. NOTE: the auditor must be confirmed as a certified auditor *before* the company can request an external audit. A “Site Assessment for Audit form” must be filled out and faxed to the COR department in the Yellowknife office (phone for a copy of this form). **Arrangements for the audit, from notification date, could take approximately four weeks to arrange.** This timeframe is required due to audit load, availability of auditors within the industry, construction season activities, etc.

Step 4 – Auditor selection and remuneration. The NCSA will provide the applicant company with a list of available qualified auditors for the company to choose from. Once an approved auditor has been chosen the company will contact the auditor directly to discuss remuneration and schedule the audit.

Step 5 – **The external audit should take approximately two working days** to complete, for a company with up to 30 employees, depending on location of the active work site(s) in relation to the head office. Once the audit has been completed and the close out meeting (between the auditor and the company) has been held, the audit document must be forwarded by the company to the NCSA for review. **This process should take less than ten days to complete, barring any unforeseen errors and/or omissions in the audit.**

Step 6 – Once the external audit has been reviewed successfully the NCSA will issue the Certificate of Recognition.

CERTIFICATE OF RECOGNITION (COR) PROGRAM

Construction

Registration Form

Yes, I have read the program summary and agree to the terms and conditions. I would like to participate in the **Northern Construction Safety Association (NCSA) COR** program.

Company's Legal Name: _____

Operating Name: _____

Address: _____

City _____ Province _____ Postal Code _____

Phone Number: Fax Number _____

E-mail address: _____

Contact Person(s) for COR: Signature: _____

WCB Account Number: WCB Industry Code(s): _____

Do you have any related Companies Yes _____ No _____

If yes, please list below:

Legal Name WCB Account # WCB Ind. Code # _____

To be signed by CEO, Manager or Owner of Company showing commitment in participating in the COR Program:

Name (print): _____ Signed: _____

Title: _____ Date Signed: _____

My signature indicates that all the information on this form is true and correct.

Please return this form to one of the addresses below:

Northern Construction Safety Association
Box 2277, 4921 49th Street
Yellowknife, NT
X1A 2P7
Email: info@ncsa-nt.ca
T: (867) 920-0763, F: (867) 920-0764

The information provided will be used for registration in the NCSA Certificate of Recognition (COR) program. The NCSA does not distribute any of this information to third parties.