



# BASE External Auditor Certification Process

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## Enrollment

Complete an application form from the BC Forest Safety (BCFSC) [website](#) and submit it. This is a competitive program and candidates will participate in pre-screening and testing in accordance with the timelines established on the website. BCFSC will review your application and make a decision to approve you for the BASE External Auditor Program, or we will let you know what your options are.

## Program Requirements

In order to complete the BASE External Auditor program, you must successfully complete the program requirements:

- 21 hours online theory (completion times vary):
  - 1061 – Contribute to a Quality Assurance Process in Assessment
  - 1143 - Describe Documentation for Auditors
  - 1144 - Describe Regulations, Legislation and Codes related to Auditing
  - 1145 - Describe and Apply Communication for Auditors
  - 1146 - Describe Professional Attributes for Auditors
  - 1147 - Describe Workplace Attributes for Auditors
  - 1149 - Conduct a System Audit
  - 2078 - Conflict of Interest
  - 2032 - BASE Auditor Pre-Classroom Exercises
- 8 hours Classroom Workshop
- 1-2 hour Successful Competency Conversation within 3 months of Classroom Workshop
- Successful student audit (subject to a verification process) within 3 years of the date of your workshop.
  - Individuals are responsible for securing their own host employer for their student audit; BCFSC will confirm that there are no conflicts of interest and determine if the arrangement is appropriate and approve, or advise of the reasons why another employer must be selected.
  - Student BASE External Auditors may be reimbursed for out of pocket expenses, however, they may not charge for their time.
  - Expect 3-10 field days for student audit, of which 1-2 days will be shadowed by BCFSC.
  - Expect 3-5 writing days for student audit submission

Once all program requirements are successfully met, a Certificate of Completion will be issued and you will be recognized as a Certified BASE External Auditor.



## **Renewal**

In order to retain your BASE External Auditor certification status and remain eligible to submit audits, the following renewal requirements must be met within 3 years of achieving your Certificate of Completion, or previous renewal:

- Complete 2 audits including any student audits, which may be subject to a verification process
- Complete 7 hours refresher training. Options for refresher training vary and participants will be advised of training opportunities by email.

It is your responsibility to ensure these requirements are met. Failure to do so will result in a need to re-take your Initial Certificate of Completion. If there are extenuating circumstances, please discuss with SAFE Companies. We look forward to working with you to help you become a successful BASE External Auditor.