



BASE Internal Auditor

Occupation Description

A BC Forest Safety Council BASE internal auditor performs internal audits for BASE companies. Auditing involves collecting evidence including documents, observations and interviews to ensure that a company is able to receive or maintain its SAFE Certification. Auditing is an integral part of the SAFE Companies system.

An auditor's work environment depends on the scope of activities that the company undertakes, which may include, but is not limited to, the following:

- Manufacturing
- Harvesting
- Trucking
- Silviculture
- Fire management
- Administrative functions

Internal Auditors must be able to recognize, evaluate, and control the hazards in any environment they work in. An auditor must understand and consistently apply industry-specific practices and applicable regulations and standards.

Work is done indoors and outdoors, most often accompanied by company personnel, and in varied weather conditions. Generally auditors supply their own clothing and equipment and must work directly for an employer in an ownership or permanent employee scenario. For detailed information on the scope of knowledge and skills taught and assessed in this program refer to SAFE Companies program staff and the [BASE Auditor manual](#).

Pathways to Qualification

An individual can receive a Certificate of Completion by completing the BASE Internal Auditor Program requirements. This program must be completed in its entirety, it is not available to challenge.

Recommended Education

While a post-secondary education, professional certification and/or a CRSP designation are beneficial, no specific prerequisite education or training is required. Through the application process, individuals wishing to become Internal Auditors must demonstrate that they have the ability to efficiently gather documentation, interview and observation evidence, as well as appropriate technical writing skills for generating the BASE 4 audit report.

Enrollment

Individuals who wish to apply for the BASE Internal Auditor program must complete the BASE Internal Auditor Application. The application includes an auditor candidacy competency matrix. Applications are reviewed by BCFSC and assessed for suitability and scope of experience prior to acceptance. Applicants will be notified of a decision of their acceptance results by email.

Training Completion Requirements

The following requirements must be met in order to successfully complete the BASE Internal Auditor Program:

<u>Requirement</u>	<u>Level of Achievement Required</u>
Theory Training BCFSC Learning Centre - Online	Successful completion of: 1001 - Introduction to Online Learning Environment (optional) 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 (optional) 2032 - BASE Auditor - Pre-Workshop Activities
Practical Training BASE Auditor Workshop	Successful demonstration of evidence collection, interview skills and report writing scenarios in the workshop.
Evidence Requirements Competency Conversation	Successful completion of a competency conversation within 3 months of practical training.
Student Audit	Successful quality assurance review of a minimum of 1 BASE student audit that was prepared in full by the student. The student audit must contain at least 13 interviews and all necessary documentation, observation and interview evidence to complete the audit data collection. It must also contain all necessary analysis, summary and scores and show the candidate meeting the prescribed outcomes.

The student audit must successfully pass quality assurance within 3 years of the date of the BASE Auditor Workshop

Recommendation for Certificate

BCFSC Designate

Certificate Awarded

BASE Internal Auditor Certificate of Completion. BCFSC recognizes auditors who achieve this certificate and complete renewal requirements as Certified Internal BASE Auditors.

Renewal Requirements

In order to retain your Internal BASE 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:

Requirement	Level of Achievement Required
	Successful completion of:
Audits	Complete 2 audits including any student audits Audits may be subject to a verification process
Training	Complete 7 hours refresher training Options for refresher training vary and participants will be advised of training opportunities by email.

Important: It is the auditor's responsibility to ensure these requirements are met. Failure to do so will result in a need to enroll in and complete the BASE Internal Auditor Program again.

Cross Program Credit

Internal BASE auditors who are in good standing with BCFSC are authorized to submit Small Employer (SEBASE/ISEBASE) and Individual Owner Operator audits.

Internal BASE Auditors who wish to become external BASE auditors can apply to the External BASE Auditor program. All common training elements between the two programs will be recognized. Program staff will advise of additional requirements. Refer to the External BASE Auditor program profile for more information on the External BASE Auditor program.

For more information on the BASE Internal Auditor Program and all other training opportunities with BC Forest Safety Council, please contact our training department or visit our website.



BC Forest Safety
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BC Forest Safety Council

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