

Application/Enrollment Form
BASE INTERNAL AUDITOR TRAINING

Workshop Dates:

Seven hours of online training during the week of:

March 13 - 17, 2023

NOTE: Upon acceptance you will be assigned one of two scheduled options for completing the seven hours.

Participant Information (complete fully and print clearly)

Legal First Name	Legal Middle Name	Legal Last Name
Nickname (if applicable)	Former Name (e.g., maiden name)	Birthdate (mm/dd/year) ____ / ____ / ____
Mailing Address (street and/or PO box)	City/Town	Province, Postal Code
Phone Number	Personal/Cell Phone	Email Address

Company Information

<input type="checkbox"/> Employer's Company Name OR <input type="checkbox"/> Your Own Company Name	WorkSafeBC Account Number	
Legal Name of Company	Company Trade Name or "Operating As" Name	
Mailing Address (Street; PO Box)	City/Town	Province, Postal Code
Phone Number	Fax Number	Email Address

Work Activity (full-phase logging; silviculture; road building; engineering; other: please indicate)

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Note: please provide your payment information on the last page



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BASE Auditor Candidacy Competency Matrix

Parameter	Pts	Scoring	Minimum for Internal	Minimum for External	Maximum Possible
Education	1	Grade 12 Equivalency	1	1	46
	2	Points per two-year post-secondary diploma or certificate in progress In any field Max 2 points			
	4	Points per completed two-year post-secondary diploma or certificate In any field Max 8 points			
	5	Points per four-year post-secondary degree in progress In any field Max 5 points			
	10	Points per completed four-year post-secondary degree In any field Max 30 points			
Industry Work Experience (in any role)	1	Points per whole year Max 10 points	2	2	12
	1	Points per whole quarter employed by or consulting at BCFSC as a reviewer and/ or advisor. Max 2 points			
Experience in Current Company (including consulting company / owner)	1	Points per whole year Max 10 points	1	2	12
	1	Points per whole quarter employed by or consulting at BCFSC as a reviewer and/ or advisor. Max 2 points			
Safety Training and Experience	1	Points per year or part thereof where safety is >49% of your responsibilities Max 10 points	2	5	46
	1	Points per week-equivalent OHS specific training course. Max 5 points.			
	5	Points per year-equivalent OHS-specific post-secondary education Max 20 points			
	1	Current CHSC designation			
	10	Current CRSP designation			
Auditing Experience	0.1	Points per SEBASE / ISEBASE audit performed or reviewed Max 3 points	0	5	24
	1	Points per BASE audit performed Including as a team member Including full and verification Excluding Administrative audits Max 5 points			
	1	Points per large employer COR audit performed for a BC Certifying Partner other than BCFSC Max 5 points			
	1	Points per OHSAS18001 audit lead Max 5 points			
	1	Points per ISO14001 audit lead Max 3 points			
	1	Points per ISO9001 audit lead Max 1 points			
	2	Points per OHS course with auditing content (i.e. ISO auditor, BCIT diploma, CRSP designation). Max 2 points			
Minimum Total			10	20	140

AUDITOR BACKGROUND INFORMATION

Complete the following information and score your prerequisites in the 'your score' column according to the **BASE Internal (IA)/External (EA) Auditor Candidate Competency Matrix** on page 2 of this form. The BC Forest Safety Council will assign a final review score. Meeting minimum requirements does not guarantee a seat in a particular course.

Information (include designations, training certifications, etc.)		For BCFSC Use Only
Work Experience in Current Industry		
Experience in Current Company		
Safety Training and Experience		
Auditing Experience		
Education		

Required writing sample

- ☐ Write one page (250 – 300 words) about “why I would be a good Internal Auditor”.

Attach this writing sample page to your application email submission.

Participation in Internal Auditor Training – Workshop Session & Student Audit:

- ☐ I acknowledge that the BASE 4 audit tool and training course are electronic. I will bring a personal device (laptop, tablet) that runs Microsoft Word 2010 or newer, to use during the session.
- ☐ I understand that I will be issued online access and am required to complete this training prior to attending the workshop.
- ☐ I confirm that I am a permanent employee of this company or that they have declared me as a dependent contractor on their SAFE Companies registration.
- ☐ I understand that I can only conduct maintenance audits for my current employer.
- ☐ I will be available to perform my company’s internal maintenance audit (a 5-10 day commitment, depending on company size, including field work and report writing) after attending and completing the course (within 3 years).
- ☐ I will be available for my competency conversation (maximum 90 minutes) within 14 days of the course. Conversation gaps must be completed within 3 months.

Date:	
I confirm that the above information is accurate:	

(Applicant's Signature – digital acceptable)

Payment Details		
Session Fee: <input type="checkbox"/> \$525.00 (\$500.00 + \$25.00 GST)		
Payment Method: <input type="checkbox"/> Enclosed Cheque (<i>payable to BC Forest Safety Council</i>) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		
Name on Card	Expiry Date (MM, YY)	
Credit Card Number		
Cardholder's Signature		

Your company, personal and financial information is only used for purposes of course enrollment and program management. Confidential information will not be disclosed to third parties. Your information is valuable, and we ensure all reasonable measures are taken to protect it.

<p>Send completed form to BC Forest Safety by email: safeco@bcforestsafesafe.org</p> <p>Questions? Call us toll-free: 1-877-741-1060</p>
<p>IMPORTANT NOTES:</p> <p>A) If minimum enrollment is not met two weeks prior to a course start date, we reserve the right to cancel the session and reimburse paid registrants.</p> <p>B) Please notify us as soon as possible if you need to withdraw or reschedule your enrollment.</p> <p>C) Refunds or credits will not be issued for 'No Shows.' The only exception to this is for unplanned emergencies / illness.</p>