



# BASE External Auditor Program

## Occupation Description

A BC Forest Safety Council (BCFSC) BASE external auditor is authorized to perform and submit BCFSC audits on all sizes of companies. Auditing for BCFSC involves collecting evidence including documents, observations and interviews to ensure that a company is able to receive or maintain its SAFE and/or COR 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

BASE external auditors, compared to internal auditors, work without direct supervision. They 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 primarily done outdoors, most often accompanied by company personnel, and in varied weather conditions. Generally, auditors supply their own clothing and equipment and provide auditor services for companies as a contractor.

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 External Auditor Program requirements. This Program must be completed in its entirety; it is not available to challenge.

## Recommended Education & Experience

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 must demonstrate that they have the ability to efficiently gather documentation, interview personnel, observe evidence, and generate the BASE 4 audit report with appropriate technical writing skills for working with third party, independent companies.



## Enrollment

Individuals who wish to apply for the Program must complete the BASE External 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. This is a competitive Program and candidates will participate in pre-screening and testing in accordance with the timelines established on the BC Forest Safety Council website. Applicants will be advised if they are approved for the Program, or what their options are.

## Training Completion Requirements

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

Requirement	Level of Achievement Required
<b>Theory Training</b>	<b>Successful completion of:</b>
BCFSC Learning Centre ~ Online	21 hours online theory (Completion time varies): 1001 - Introduction to Online Learning Environment (optional) 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 5078 - Preventing Conflicts of Interest 5032 - BASE Auditor Practice Exercises
<b>Practical Training</b>	8 hour Classroom workshop:
BASE Auditor Workshop	Successful demonstration of evidence collection, interview skills and report writing scenarios in the workshop.
<b>Evidence Requirements</b>	1-2 hour Competency Conversation
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 BCFSC BASE student audit that was prepared in full by the student for a company unrelated to 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. 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.  
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 External Auditor Certificate of Completion. BCFSC recognizes auditors who achieve this certificate and complete renewal requirements as Certified External BASE Auditors.

**Renewal Requirements**

In order to retain your External 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:

<u>Renewal Requirement</u>	<u>Level of Achievement Required</u>
	<b>Successful completion of:</b>
<b>Audits</b>	Complete 2 BCFSC BASE audits including any student audits. Audits may be subject to a verification process. Contact BCFSC if you would like to request to have other certifying partner BASE audits meet this requirement.
<b>Training</b>	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 External Auditor Program again.

**Cross Program Credit**

External BASE auditors who are in good standing with BCFSC are authorized to submit BASE Internal, 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, which are primarily focused on the ability to work with third party, independent companies.

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



**BC Forest Safety**

Safety is **good** business

**BC Forest Safety Council**

**Telephone:** 250.741.1060 | **Toll Free:** 1.877.741.1060

420 Albert Street, Nanaimo, BC V9R 2V7

Connect with us: [bcforestsafe.org](http://bcforestsafe.org) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#)