

Policy Statement

This policy deals only with SAFE Work Certified organizations and the submission of maintenance and re-certification audit. At the time of the initial SAFE Work certification, organizations are issued a SAFE Work Certified (SWC) number along with their certification date. This date is used to determine due dates for future maintenance and re-certification audits which are required to maintain SWC status. The SWC certification, maintenance, and re-certification dates are communicated with the employer immediately following completion of a successful SWC certification. The maintenance and re-certification dates are updated and communicated at the beginning of each new cycle. A cycle is the period between certification (or re-certification) and its expiry date (3 years later).

The Sales and Service Safety Association (S2SA) requires that all maintenance audits be submitted on the first day of the month that the audit is due. For example, if your SWC date is June 15th, your maintenance is due June 1st rather than June 15th.

Extensions

Audit extensions may be requested leading up to your audit date. Organizations are to complete the Audit Extension Request Form which can be found on our [website](#). These requests will not be accepted after the audit due date (see **Late Audit Submissions** below). Extensions are not guaranteed and are evaluated on a case-by-case basis for extenuating circumstances only. Extenuating circumstances do not include workload issues, forgetting the SWC date of certification, etc.

If S2SA grants an extension request, the audit MUST be submitted by the extension deadline. If the audit is not submitted by the extension deadline, the organization will lose its SWC status, become de-certified and be ineligible for the prevention rebate. De-certified organizations must then re-apply for SAFE Work Certification (SWC). All extension requests and approvals are communicated to SAFE Work Manitoba by S2SA.

Late Audit Submissions

A reminder notice will be sent to the company one month prior to their audit due date via email. The notice outlines their due date, extension option and late submission penalty. Should S2SA not receive an organization's audit by its due date, or have an approved extension request, a penalty will be imposed. If an extension is required, the organization must complete and submit the **Audit Extension Request Form** by the audit due date via email to their safety advisor and CC: Info@s2sa.ca. If the initial due date has passed without an audit submission, S2SA will send a notice via email and letter mail to the Senior Manager or Owner of the organization. This notice will outline the penalty fee that has been incurred, the final date that an audit will be accepted, and the consequences that will follow if an audit is not submitted by that date. The final date for submission

is the last day of the month in which the organization's audit is due. After that date has passed, the organization will lose its SWC status, become de-certified and be ineligible for the prevention rebate. De-certified organizations must then re-apply for SAFE Work Certification (SWC).

Penalty

Late audit submissions will be subject to a penalty fee of \$300. All penalty fees administered must be paid in full before S2SA will accept any audit submission.

Questions

Any questions related to this policy should be directed to the organizations S2SA advisor, or by emailing info@s2sa.ca.