

BASES is initiating a new booking process for the Safety Management Audits (SMA).

The SMA audit has been added to our online booking system to help streamline the booking and payment process. This will also allow clients to book and pay for audits online and receive an automated confirmation and receipt of payment.

To book your SMA audit, visit <https://www.lambtonbases.ca/> and click the "Register Today" button. Alternatively, you can visit <https://reg.lambtonbases.ca/> to reach the login page directly. Login using the same company login credentials used to book employee training.

Once logged into the registration app, click "Book Training" and enter the desired date range in the "Schedule Start Date" and "Schedule End Date" fields and click "Load" to display the list of available courses and SMA timeslots within the date range. Two Safety Management Audit (SMA-AUDIT) spots are available each day on a first-come, first-served basis.

To book the SMA timeslot:

- Click "Add Worker"
- Type "SMA Audit" in the "Search by Name" field
- Select the SMA Audit checkbox
- Click "Add 1 Workers"
- Select the desired SMA timeslot
- Select "SMA Audit" from the dropdown menu
- Click on the ">" arrow beside the timer at the bottom of the page to proceed to the review page
- Click the ">" arrow again to proceed to the payment page (do not click "self-pay")
- Enter credit card information and click "Complete Booking"

Once paid, you will receive a confirmation email and receipt and the audit team will receive an email confirming that your audit has been booked and payment has been completed.

If you have any questions or need assistance, please contact our registration team at 519-383-1222.

Warm regards,
The BASES Team

Note: please select an audit date 1-2 days before your audit expiry date from last year so that your audit score in ISNetWorld does not go out of compliance before your new audit is completed.