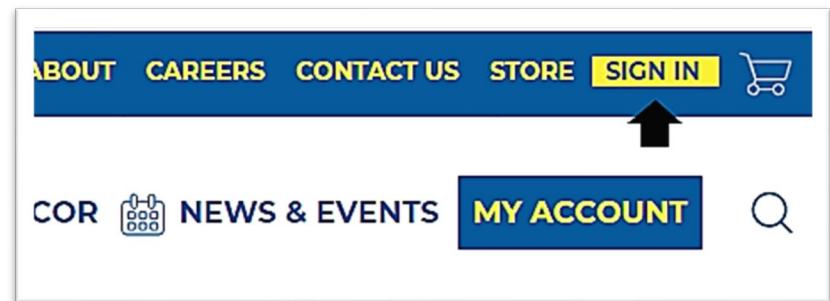


HOW TO COMPLETE AND SUBMIT A SECOR AUDIT



GETTING STARTED

- » Navigate to [Energy Safety Canada website](#)
- » At the top of the web page select “Sign In”



LOG IN

- » Log into your account by entering your username and password

Username \ Email

Password

SIGN IN

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

ACCESS THE REGISTERED AUDIT

- » Once logged in, from the Auditor Portal tab select Small Employer Dashboard
- » Select “Go To Audit” to begin



ACCESS CODE MANAGEMENT

ACCOUNT DETAILS

CERTIFICATIONS

AUDITOR PORTAL

Small Employer Audit Registration

► **Small Employer Dashboard**

Large Employer Registration Auditor Dashboard

SECOR Audit Dashboard

Safety Audits and Certifications

Welcome to the Auditor Portal. Here you will find tools to help you manage your interactions with Energy Safety Canada. There are tools for your company's representative for COR to manage your safety audits and for Energy Safety Canada auditors. If you cannot access the tools you are looking for, you may need to update your profile. Please contact us at CORInfo@EnergySafetyCanada.com

Registered Audits

<u>Audit #</u>	<u>Certificate</u>	<u>Start Date</u>	<u>Due Date</u>	<u>Status</u>	
202300409	SECOR	8/14/2023	9/19/2023	REGISTERED	Go To Audit

A red arrow points to the "Go To Audit" button in the table.

AUDIT DISPLAY

» The main audit display has a couple key areas to note:

1. The countdown calendar
2. General audit details
3. Audit tabs

1

36 Days
Audit is Due on
Wednesday, September 20,
2023

2

Hollen Lumber Co.

Audit #	Audit Status	Audit Start	Audit Due	Scope
202300409	REGISTERED	8/15/2023	9/20/2023	AB,BC

Assessor	Cert Type
Grant Hollen	SECOR

3

Audit Details

Audit Type: Single Audit for Multiple Companies Certification

Scope of Audit: AB,BC

Number of Employees: 10

Expected Start Date: 8/15/2023

Certificate Type Requested: SECOR

WCB #: AB-1234,BC-223344

Industry Classification: AB-3902,BC-742010

Organization Chart: [SAC-PRO-036-Auditor-Certification.pdf](#)

Company Profile

My company operates in Alberta and BC, I have 10 employees that work full time year round.... We offer these services and products to our clients.....

Audit Dashboard

- Audit Details
- Legal Companies
- Worksites
- Employee Roster
- Audit Tool

GENERAL AUDIT DETAILS

- » The details in this table are a high-level indicator on the type of audit being performed.
- » If any details are noted incorrect the assessor should email corinfo@energysafetycanada.com with the details.

<input type="text"/>				
Audit #	Audit Status	Audit Start	Audit Due	Scope
202300409	REGISTERED	8/15/2023	9/20/2023	AB,BC
Assessor				Cert Type
<input type="text"/>				SECOR

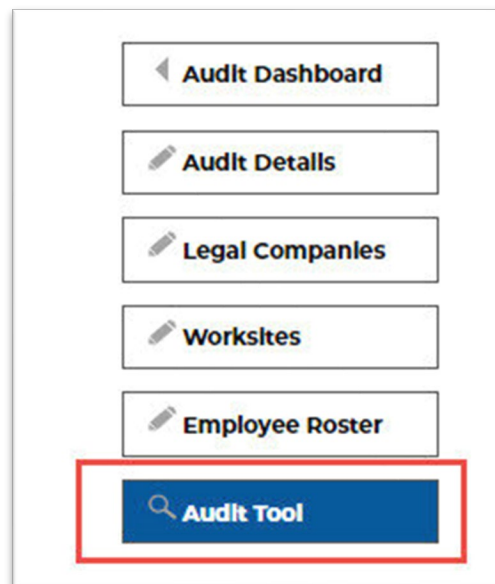
COUNTDOWN CALENDAR

- » SECOR audits have 36 days from the start date entered at registration
- » Be sure to finish adding all documents, assessor notes and submit this before reaching 0 days



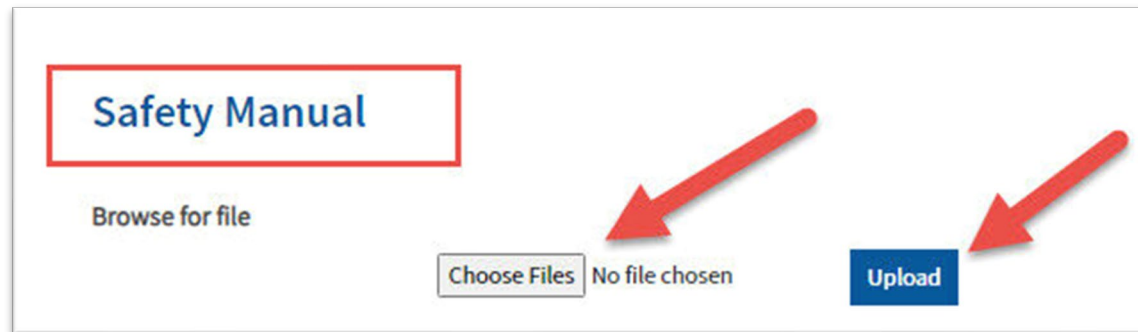
AUDIT TABS

- » Most of these tabs capture information from the registration
- » Some tabs can be edited with updates for any changes made since the audit registration
- » Select the Audit Tool tab to start uploading documents for the audit questions



SAFETY MANUAL

- » An option for saving time from scanning and separating policy / procedure style documents is to provide the safety manual
- » If the manual is uploaded, the assessor simply makes a note indicating where in the manual the information relevant to the audit question can be found



AUDIT SUMMARY

- » Audit questions are grouped into elements
- » To view the questions, select the arrow on the far right of the element
- » Click on the question number to open the question

Audit Summary

Element	Revision Required
Management, Leadership and Organizational Commitment	▼

Question	Total Documents	Revision Required	Last Updated
A1 H&S Policy	0		2023-08-15T08:45:11
A2 H&S Policy Communication	0		2023-08-15T08:45:18
A3 H&S Responsibilities	0		2023-08-15T08:45:25
A4 H&S Responsibilities Communicated	0		2023-08-15T08:45:32
A5 H&S Legislation Awareness	0		
A6 H&S Rights Awareness	0		2023-08-15T08:45:39

Hazard Assessment	>
Hazard Control	>
Inspections	>
Qualifications and Training	>
Emergency Response	>

AUDIT QUESTIONS

Each audit question consists of:

1. The audit question
2. Instructions on how to answer the question
3. A notes area for assessors to provide additional information related to the documentation or question
4. A place to reference the safety manual page
5. A file selection box, used to upload documentation
6. A save button and navigation arrows to move to previous or next question

ANSWER AUDIT QUESTIONS

- » Read the question and make note of any criteria listed in the question
- » For example: Question A1 has 4 criteria identified by the bullets items that the score will be based on

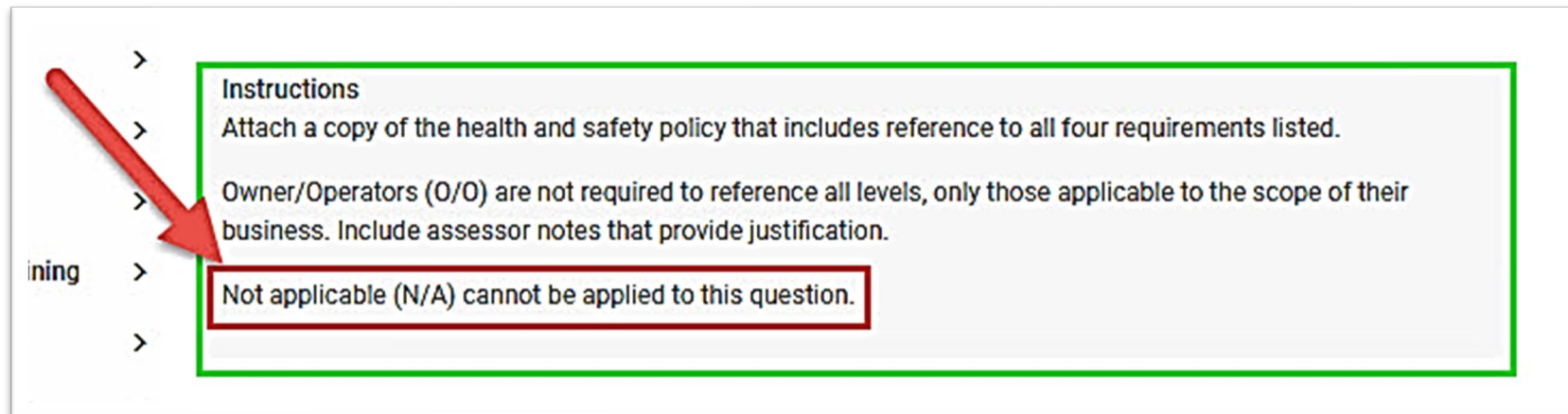
< A.1 H&S Policy (1 of 6) >

Is there a written health and safety policy that includes;

- General health & safety responsibilities for each level (i.e. manager, supervisor, workers, contractors and visitors).
- a reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological and social well-being.
- requirement to comply with applicable government regulations and the companies health and safety standards.
- signature of the current owner, including date.

INSTRUCTIONS

- » Each audit question has instructions to guide the assessor on how to answer the question
- » Any exceptions allowed for the question will be identified here



The screenshot shows a list of audit questions. The first question is highlighted with a green border. A red arrow points to the 'Not applicable (N/A) cannot be applied to this question.' option. The text 'ning' is visible on the left side of the screenshot.

> **Instructions**

> Attach a copy of the health and safety policy that includes reference to all four requirements listed.

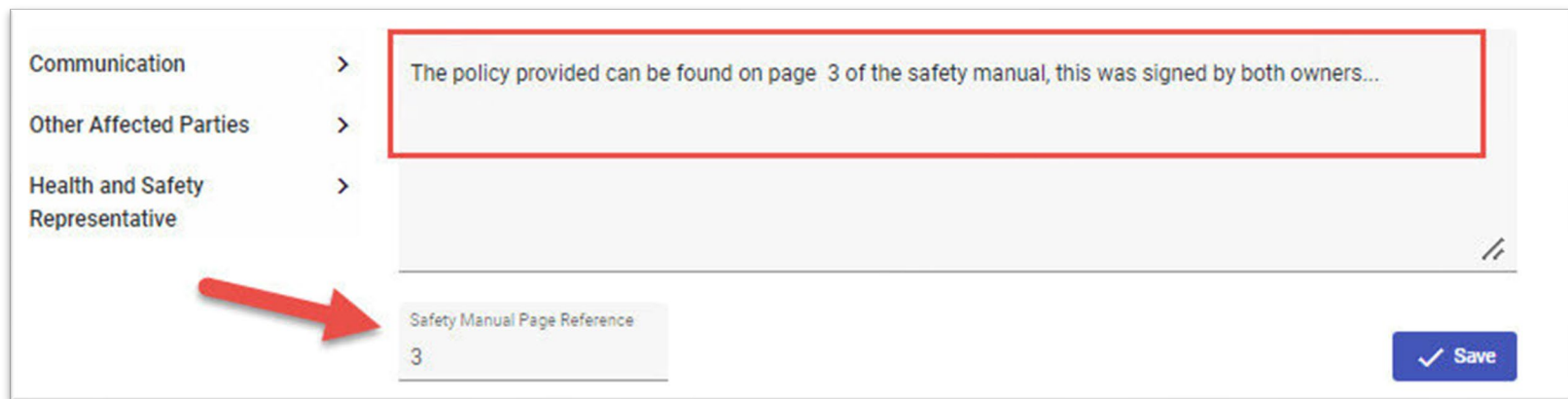
> Owner/Operators (O/O) are not required to reference all levels, only those applicable to the scope of their business. Include assessor notes that provide justification.

ning > **Not applicable (N/A) cannot be applied to this question.**

>

ASSESSOR NOTES

- » Assessor notes should be provided to add direction and clarity to support the audit questions
- » If the safety manual is provided the page reference can be added here



The screenshot shows a form with the following sections:

- Communication > [Red box containing: "The policy provided can be found on page 3 of the safety manual, this was signed by both owners..."]
- Other Affected Parties > [Empty text area]
- Health and Safety Representative > [Empty text area]

Below these sections is a field labeled "Safety Manual Page Reference" with the value "3". A red arrow points to this field. A blue "Save" button is located at the bottom right of the form.

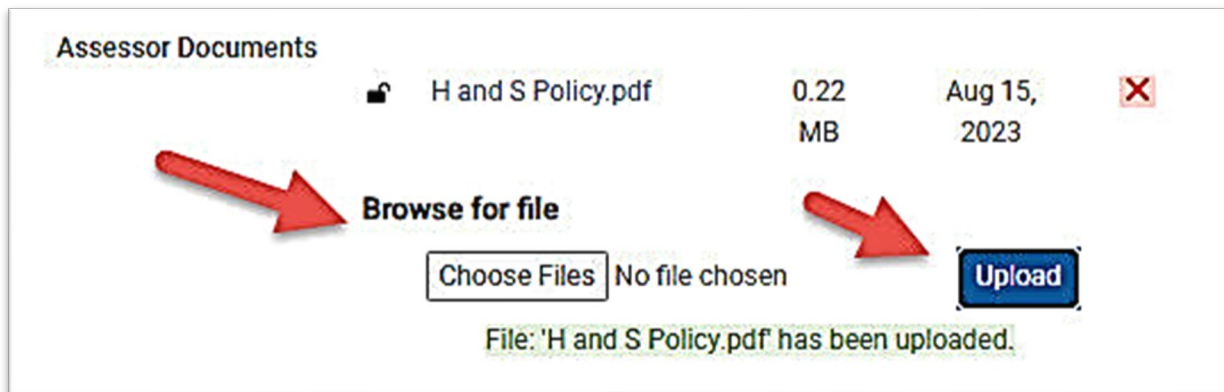
IMPORTANT REMINDER

***** **IMPORTANT** - Click the Save button after making a note, the audit tool does not automatically save



UPLOAD DOCUMENTS

- » Unless the safety manual and page references are provided, documentation to support the question will be required
- » Select Choose Files and Upload to attach documentation to the question



NAVIGATE QUESTIONS

- » To move between questions
1. Use the direction arrows as the top to go to the previous or next question
 2. Select the question from the list on the left

The screenshot displays a navigation interface for an audit summary. On the left, a list of questions is shown, with 'A.1 H&S Policy' highlighted. On the right, the details for 'A.1 H&S Policy (1 of 6)' are displayed, including a question and a list of requirements. Red arrows indicate the navigation flow from the question view back to the list and forward to the next question.

Audit Summary

- Management, Leadership and Organizational Commitment
- A.1 H&S Policy**
- A.2 H&S Policy Communication
- A.3 H&S Responsibilities
- A.4 H&S Responsibilities Communicated
- A.5 H&S Legislation Awareness
- A.6 H&S Rights Awareness
- Hazard Assessment

A.1 H&S Policy (1 of 6)

Is there a written health and safety policy that includes;

- General health & safety responsibilities for each level (i.e. manager, supervisor, workers, contractors and visitors).
- a reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological and social well-being.
- requirement to comply with applicable government regulations and the companies health and safety standards.
- signature of the current owner, including date.

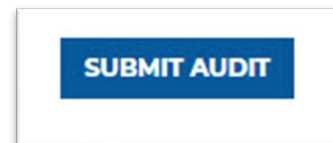
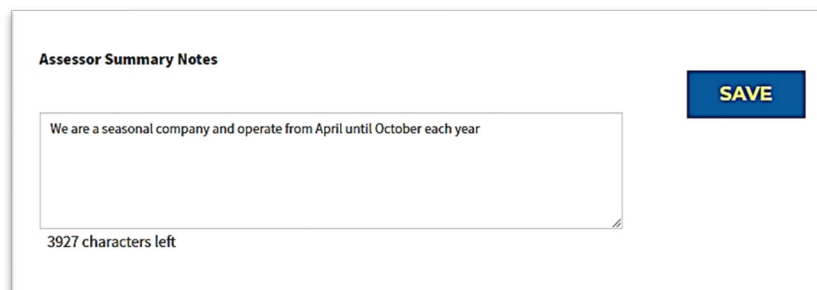
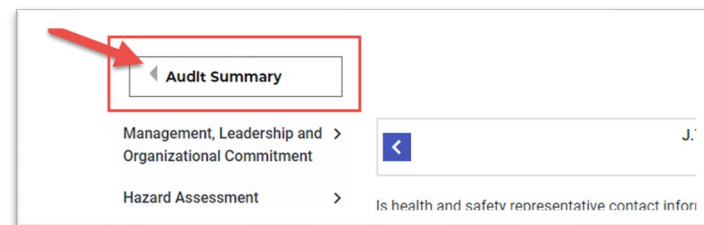
Instructions

FINAL STEPS

- » Once all audit questions are completed click the Audit Summary button to return to the summary page

Here the assessor can:

- Add final Assessor Summary Notes
- View and print a report that show the notes and documents added to the audit
 - *Note - Once submitted the assessor will not be able to see the documents or notes submitted
- Click the Submit Audit button once ready to send for review



SUBMIT AUDIT

- » Review the information on this page
- » Enter the last day on site (date audit submitted)
- » Click the checkbox
- » Select Submit



I further acknowledge that Energy Safety Canada has the authority to suspend my ability as SECOR assessor to conduct further audits pending a full review by Energy Safety Canada.

• Last Date on Site 

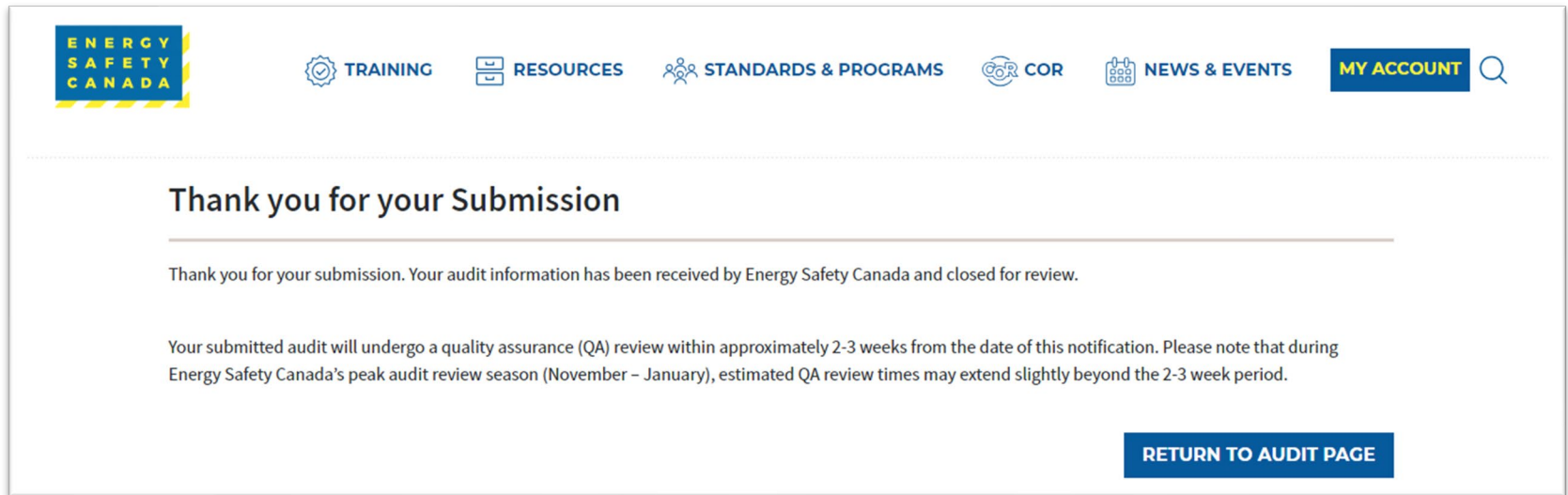
I certify that I have read the Energy Safety Canada SECOR Assessor Code of Ethics and have followed this code during the preparation of this audit and am in agreement with and understanding of the Statement of Agreement shown above.

BACK **SUBMIT**

The screenshot shows a form with several red arrows pointing to specific elements: two arrows on the left point to the acknowledgment text and the 'Last Date on Site' field; one arrow on the right points to the 'SUBMIT' button.

THANK YOU

- » A confirmation the audit submission has been sent to Energy Safety Canada will be shown



The screenshot shows the Energy Safety Canada website interface. At the top left is the Energy Safety Canada logo. The navigation menu includes: TRAINING (gear icon), RESOURCES (document icon), STANDARDS & PROGRAMS (people icon), COR (COR icon), NEWS & EVENTS (calendar icon), and MY ACCOUNT (user icon) with a search icon to its right. The main content area features the heading "Thank you for your Submission" followed by a horizontal line. Below the line, the text reads: "Thank you for your submission. Your audit information has been received by Energy Safety Canada and closed for review." A second paragraph states: "Your submitted audit will undergo a quality assurance (QA) review within approximately 2-3 weeks from the date of this notification. Please note that during Energy Safety Canada's peak audit review season (November – January), estimated QA review times may extend slightly beyond the 2-3 week period." At the bottom right of the content area is a blue button labeled "RETURN TO AUDIT PAGE".