

HOW TO REGISTER A SECOR AUDIT



TIP 1 – TRAINING

- » Ensure your SECOR Assessor training is current. The SECOR Audit Request will not be accepted if training is not current
- » The SECOR Assessor must have completed the prerequisite Energy Safety Canada Safety Program Development course
- » If it has been three or more years since taking the initial Safety Program Development course, the SECOR Assessor must first complete one of the SECOR Refresher Courses

TIP 2 – COMPANY DETAILS

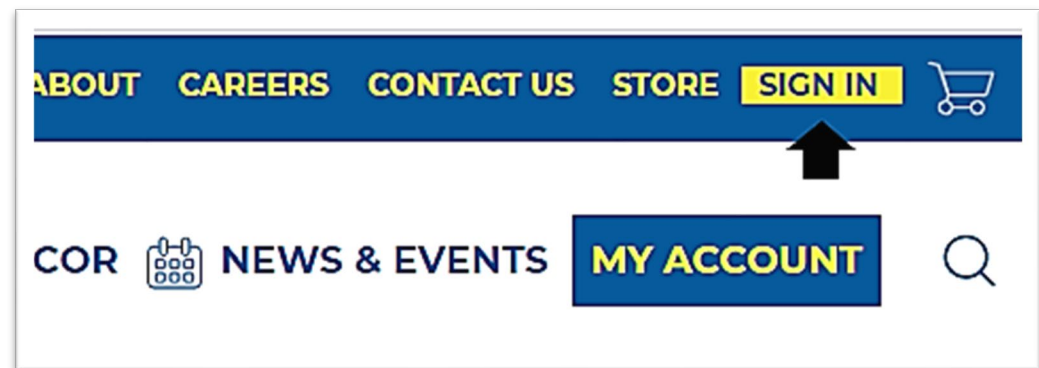
- » Prior to completing the SECOR registration it is recommended to prepare a company organizational chart and a company profile
- » Prepare a list of employee's names, positions and start dates ready for entry into the online program
- » Prepare a list of worksites used by the company to include in the audit

TIP 3 - FEES

- » For SECOR fees visit our [website](#)
- » Information on the payment process will be provided after we review the New SECOR Audit Request
- » Payment is required prior to the audit registration being approved. You will be sent a link to the payment process upon receipt of your New SECOR Audit Request

GETTING STARTED

- » Navigate to [Energy Safety Canada website](#)
- » At the top of the webpage, 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](#)

REGISTER THE AUDIT

- » Click on Request New Audit Registration
- » Please note: There should only be one audit registration at any time. If you have any showing in the submitted registrations contact us to review

SECOR Audit Registration

The Small Employer Certificate of Recognition (SECOR) assessor has a responsibility to register each audit with Energy Safety Canada prior to its start date. The SECOR Audit Registration System provides support, guidance and enhanced customer service to both the employer and assessor. The system also enhances Energy Safety Canada's ability to manage its resources, as it tracks the approximate submission date of each assessment.

Select the Company being Audited

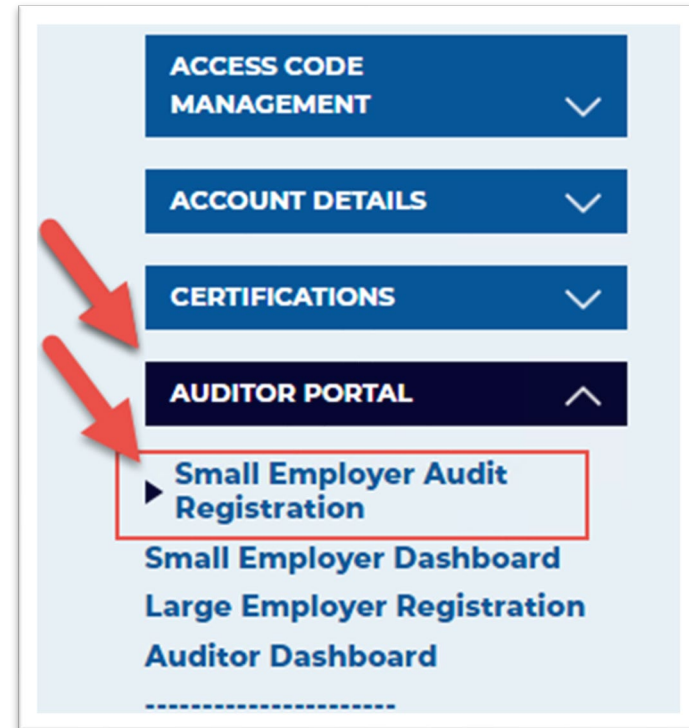
Company	Address	WCB Info	
	: Calgary, AB T2G 4N4 CANADA	AB-1234, BC-223344, SK-A1234	Request New Audit Registration

Submitted Registrations

Company	Audit #	Start Date	Registration Date	Status	
	202300409	8/14/2023	8/14/2023	New Audit Request	Cancel Registration

NEW SECOR AUDIT REQUEST

- » Once logged in under the auditor portal select “Small Employer Audit Registration”



STEP ONE

» Enter in the required fields, if company name provided is incorrect contact us

» When completed select Next

The screenshot shows a progress bar at the top with seven steps. Step 1 is highlighted with a blue circle, while steps 2 through 7 are greyed out. Below the progress bar is the title "SECOR Audit Request".

SECOR Audit Request

Is your Assessor Training Up-to-Date?

Prior to completing the SECOR Audit Request, ensure your training is current. The SECOR Audit Request will not be accepted if training is not maintained.

- Assessor must have completed the prerequisite Energy Safety Canada Safety Program Development Course.
- If it has been three or more years since taking the Initial Safety Program Development course, the assessor must first complete one of the Energy Safety Canada refresher training courses.

Documentation Requirements

Before you can complete your application to conduct an audit, you are required to prepare an organizational chart and a company profile.

Audit Registration Details

Company Name

* Audit Type

* Scope of Audit

Alberta New Brunswick Nova Scotia Prince Edward Island Saskatchewan
 British Columbia Newfoundland and Labrador Nunavut Quebec Yukon
 Manitoba Northwest Territories Ontario

* Number of Employees

* Expected Start Date

* Certificate Type Requested

STEP TWO

» Select the WCB Number and Industry Classification covered by this audit

» Upload the company Organizational Chart

» Complete the company profile section

*Note: This profile will be saved in the audit tool. With future audit registrations, the profile can be revised

» Select Next

Company Profile

WCB Number(s)
The following WCB numbers are associated with your company. Please confirm which jurisdiction(s) will be applicable for the audit you are applying for today.


AB-1234
 BC-223344
 SK-A1234

If your WCB Number or Industry Classification has changed or is incorrect please Contact CORinfo

Industry Classification
The following standard industry codes are associated with your company. Please confirm which codes are within the scope of the audit that you are applying for today

AB-3902
 BC-742010
 SK-C5101

Organization Chart
A current organization chart showing all employees involved in the operations including their reporting relationships and titles is required.

*Organization Chart  SAC-PRO-036-Auditor-Certification.pdf

- Allowed file formats are: pdf;doc;docx
- The maximum file size allowed is 4 MB

*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.....

STEP THREE

- » Review and add multiple company locations here
- » Select **edit** to verify details are correct, if not please contact us.

*NOTE: Employers with common ownership doing a multi-company audit will need to add the secondary company information here.

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Step 7

Legal Companies

Please add all legal companies that are part of your audit

Legal Company Name	City	Province	
Primary Company	calgary	AB	Edit
Secondary Company	Victoria	BC	Edit

Add New Company

BACK NEXT

STEP FOUR

- » Enter details of the worksites
- » Click “Add New Site” to enter in the information
- » Repeat the steps for each worksite company was present during the audit time window
- » Documents in the audit should match the sites added
- » After all worksites entered select Next

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

Worksite Breakdown and Sampling Details

Please add all worksites that will be sampled as part of your audit

Worksite Name	Type of Work	City	Province	Included?	Employees		
Head Office	admin	Calgary	AB	True	5	Edit	X

Add New Site

BACK **NEXT**

STEP FOUR CONT.

- » Enter in the details specific to each worksite
- » Identify the tasks, city and province for the worksite
- » Select “Included in Audit?” if this location was active during the audit time window

Documents provided with the audit will support this.

The screenshot shows a digital form for entering worksite details. It includes the following fields and options:

- Worksite Name:** A dropdown menu with "Head Office" selected. A note to the right says "(e.g. Head Office, Fixed Office, Field Office)".
- Tasks Performed:** A text input field containing "admin". A note to the right says "(e.g. typical tasks, equipment used, etc.)".
- City:** A text input field containing "Calgary".
- Province:** A dropdown menu with "Alberta" selected.
- Included in Audit?:** A checkbox that is checked. A note to the right says "Check if your audit will include sampling from this worksite".
- No. of Employees:** A text input field containing "5". A note to the right says "Please provide number of employees at this site".

A blue button labeled "SAVE" is located at the bottom right of the form.

STEP FIVE

- » Enter employees into the roster
- » Click “Add New Employee” to begin
- » Repeat this for each employee working during the time period of the audit
- » Add any comments related to employees relevant to the audit

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6 Step 7

Employee Roster

Please complete the table below with a summary of all employees who will be included in the scope of the audit

Employee Name	Position	With Company Since	On WCB?		
Employee 1	Manager	2015	True	Edit	X
Employee 2	Dispatch	2019	True	Edit	X
Employee 3	Worker	2020	True	Edit	X
Employee 4	Worker	2018	True	Edit	X

Note: the number of employees you have entered so far (4) does not equal the number of employees entered in step 1 (10)

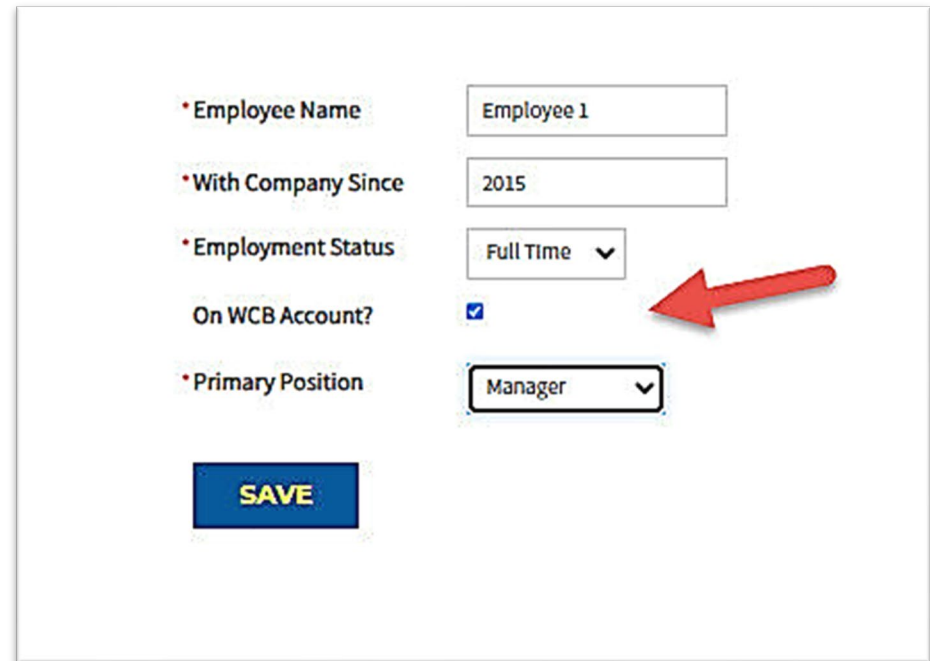
Comments

Employee #4 went on maternity leave in May

BACK NEXT

STEP FIVE CONT.

- » Enter employee details
- » Check the WCB box if employee is covered under the company WCB
- » Save changes



The screenshot shows a form with the following fields:

- Employee Name: Employee 1
- With Company Since: 2015
- Employment Status: Full Time (dropdown)
- On WCB Account?: (checkbox)
- Primary Position: Manager (dropdown)

A red arrow points to the 'On WCB Account?' checkbox. Below the form is a blue 'SAVE' button.

STEP SIX

- » Read the Confirmation of Eligibility and the Outline of Roles and Responsibilities
- » Acknowledge you have read this by clicking the check box
- » Select Submit your Audit Registration

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6** Step 7

Confirmation of Eligibility


- If you are in Alberta, you have registered your company in the WCB PIR program
- You have successfully completed Energy Safety Canada's two-day Safety Program Development course or related refresher training (required within 3 years of date of last training)
- You will pay the Energy Safety Canada audit fee
- You are authorized by your company or a principal of your company who has the legal authority to bind your company
- You have read the Safety Audits and Certifications Outline of Roles and Responsibilities (ORR) document.

I certify that I have read the above requirements for SECOR audit and hereby request a SECOR audit on behalf of my company

[BACK](#) [SUBMIT YOUR AUDIT REGISTRATION](#)

STEP SEVEN

- » Energy Safety Canada will review your SECOR Audit Request
- » If further details are required, we will contact you.



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Thank you for Submitting your SECOR Registration Application

Thank you for submitting your request for Audit Registration.

Your audit information has been received by Energy Safety Canada and we acknowledge receipt of your submission and assure you that it will undergo a thorough review. Our team is committed to carefully assessing the information provided and ensuring a comprehensive evaluation. Please note that the registration process may take some time, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team.

[RETURN TO AUDIT DASHBOARD](#)

PAYMENT REQUIRED

- » Once Energy Safety Canada has completed the registration request, the final step is payment for the audit
- » Fee details and information can be found here: [COR/SECOR Fees](#)
- » An e-mail notice will be sent indicating the invoice is ready for payment. To make payment, log into the auditor portal site, click on the small employer registration area and choose “Make Payment”

SECOR Audit Registration

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Select the Company being Audited

Company	Address	WCB Info
	Calgary, AB T2G 4N4 CANADA	AB-1234, BC-223344, SK-A1234

[Request New Audit Registration](#)

Submitted Registrations

Company	Audit #	Start Date	Registration Date	Status
	202300409	8/14/2023	8/14/2023	Payment Needed

[Cancel Registration](#)

Registrations Pending Payments


Company	Audit #	Start Date	Registration Date	Status
	202300409	8/14/2023	8/14/2023	Payment Due

[Make Payment](#)

PAYMENT REQUIRED


- » Check the amount of the invoice and select the invoice to be paid
- » Add this to the cart

Open invoices

	Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
	<input checked="" type="checkbox"/>	2600207	8/14/2023	SECOR Member Audit Fee		150.00	150.00
Total balance due							150.00
Total selected							150.00

[View Statement](#)

[Add To Cart](#)



PAYMENT REQUIRED

- » Verify amounts are correct
- » Enter payment details
- » Click on Submit order to complete
- » Confirmation of payment will appear

Invoices

Invoice Number	Description	Balance Due	
2600207	SECOR Member Audit Fee	150.00	Remove

Note
Replacement Certificate will be sent via Canada Post unless otherwise requested by contacting Customer Service at 1.800.667.5557
Purulator does not ship to PO Boxes

Payment Details

*Bill to

Payment amount 150.00

Payment method

*Name on card

*Card
Card number MM/YY CSC

Postal code

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Billing address


Choose another address

Invoice total	150.00
TOTAL	150.00

Access Code (Optional)

APPLY

SUBMIT ORDER



REGISTRATION COMPLETE

- » Processing of your payment takes time and you will be notified once this is completed.
- » Once complete your request will be moved to the Small Employer Dashboard and show as registered

The screenshot displays the SECOR Audit Dashboard. On the left is a navigation menu with options: ACCESS CODE MANAGEMENT, ACCOUNT DETAILS, CERTIFICATIONS, AUDITOR PORTAL, Small Employer Audit Registration, Small Employer Dashboard (highlighted with a red box), Large Employer Registration, and Auditor Dashboard. The main content area is titled 'SECOR Audit Dashboard' and 'Safety Audits and Certifications'. It includes a welcome message and a 'Registered Audits' table. The table has columns for Audit #, Certificate, Start Date, Due Date, and Status. One audit is listed with Audit # 202300409, Certificate SECOR, Start Date 8/14/2023, Due Date 9/19/2023, and Status REGISTERED (highlighted with a red box). A 'Go To Audit' button is located to the right of the table.

Audit #	Certificate	Start Date	Due Date	Status
202300409	SECOR	8/14/2023	9/19/2023	REGISTERED