

## Audit Timelines for Energy Safety Canada

ESC has committed to the following timelines for the auditing review process:

### Week 1:

- Audit received.
- Initial quality assurance checks performed.
- Audit is logged into the system.

### Week 2:

- Audit is reviewed and any minor corrections are requested.  
**NOTE:** Minor corrections must be made within two business days. If significant corrections are required, the auditor/assessor has 15 days to make them.

### Week 3:

- Audit is processed.
- If applicable, an application for the certificate is submitted to the appropriate governing body.
- Employer receives approval notification.

## Timelines for Auditor/Assessor Activities

Auditors and assessors can refer to the table below for the required timing of specific activities for each type of audit.

Audit Type	Data gathering	Audit report writing and submission	Audit corrections
COR audit	45 days	21 days from last day on site	15 days from request for revisions
SECOR audit completed by an ESC auditor	15 days	21 days from last day on site	15 days from request for revisions
SECOR audit completed by an assessor	36 days		15 days from request for revisions

Current approved documents are maintained online. Printed copies are uncontrolled.