ONE YEAR CERTIFICATE OF RECOGNITION(COR)

Effective Date: August 13, 2021
Owned by: Juliet Goodwin
Manager, Safety Audits & Certifications

Approval: *Juliet Goodwin*
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Valid Until: August 13, 2024

Sensitivity Level: Public

SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document

- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	January 15, 2019	Melissa Mass	This is the first revision of the One Year Certificate of Recognition (COR). This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	June 24, 2021	Carol Hockley	3 Year Review

R3 Requirements changed in the new revision will be identified with a revision triangle beside it.

SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

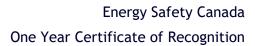| Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Carol Hockley	Coordinator, Safety Audits and Certifications

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

A One-Year Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) may be issued to allow certification of employers who have undergone a period of rapid growth, and/or where their health and safety management system has not been in place for a full 12 months to allow for the awarding of a regular, three-year certification.

Sometimes employers may experience a situation when, due to general economic conditions, their operations are substantially diminished to the point where they have no active worksites, or where their activity levels are so low that representative audits cannot be conducted. In this situation, an employer may also apply to Energy Safety Canada for a one-year COR.[1]

1.2 Scope

A One-Year COR or SECOR is available for all provinces except BC. Employers may be issued a One-Year COR or SECOR in certain situations as specified by this procedure.

1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

2.0 PROCEDURE

2.1 Employers may be issued a One-Year COR or SECOR in certain situations as specified by this procedure if one of the following situations applies:

- An employer's health and safety management system has been recently implemented, and has not been functioning for a minimum of one-year (which is necessary to meet documentation requirements for three-year certification)

- Regular employers must have documentation to verify that their health and safety management system has been in place for at least three months to qualify for a One-Year COR

- Small employers with health and safety management systems that have been in place for less than three months must submit documentation that verifies their system is actively in use within 6 months of their certifying audit to retain their SECOR

- An employer is attempting to recertify their COR, but their documentation from the previous year is incomplete and cannot substantiate that their health and safety management system has been operating continuously for the minimum one-year period

- An employer who is attempting to recertify and who typically has active worksites or field operations, may due to general economic conditions, experience a significant reduction in their operations to the point where they have no active worksites, or where their activity level is so low compared to their normal business that a

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representative audit cannot be conducted. In this circumstance an employer may conduct a recertification audit for a One-Year COR with the prior approval of Energy Safety Canada

- An out-of-province employer has successfully completed the requirement for one-year certification[2]

2.2 In situations where an external auditor is being used to complete the audit, the auditor must recognize that a 1-year certificate is appropriate and apply for it at the time of registration.

2.3 Energy Safety Canada must apply to some jurisdictions at the time of registration to confirm permission to conduct an audit that results in a one-year COR.

2.4 Energy Safety Canada will then recommend to the applicable governing body that the employer be granted a One-Year COR once the quality assurance deems it to be a successful audit.

2.5 Energy Safety Canada must document the rationale for recommending a One-Year COR as part of the COR request.

2.6 Energy Safety Canada may direct that an employer be issued a One-Year COR rather than a regular, 3-year certification, following a successful certification audit that occurred as the result of:

- Successful completion of a certification re-audit, as part of an onsite audit review (OSAR), or verification audit process

- Completion of serving a suspension of their COR or SECOR certification, for any reason

- An Employer being deemed guilty of misrepresenting their COR-status

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3.0 ROLES AND RESPONSIBILITIES

Employer	• Seek a One-Year COR or SECOR if they have at least three months of audit documentation (policy documents and records) but not 12 months
Auditors	• Identify situations where a One-Year COR or SECOR will apply at the time of audit registration
Energy Safety Canada	• Energy Safety Canada shall retain records on the rationale for issuing and/or requesting a One-Year COR or SECOR and provide this rational to the governing bodies where required • Verify that requests for a One-Year COR or SECOR meet the criteria outlined in this procedure prior to seeking approval • Recommend to the governing body or bodies that a One-Year COR or SECOR be issued to a given employer if the QA of the report is successful