



MEDIUM EMPLOYER CERTIFICATE OF RECOGNITION (MECOR) PROCEDURE

Effective Date: 2018 - 11 - 15

Owned by: Juliet Goodwin
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Approval: *Juliet Goodwin*

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Valid Until: 2020 - 11 - 15

Sensitivity Level: Public

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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	November 15, 2018	Melissa Mass	This is the first revision of the Medium Employer Certificate of Recognition (MECOR) Procedure. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.



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
Justin Degagne	Program Manager, Training
SA&C Team	Subject Matter Experts (SME)

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

The Medium Employer Certification of Recognition (MECOR) program is available to those employers who have a maximum of 30 employees and whose Health and Safety Management System meets the Partnerships standard.

The MECOR process is completed over a three-year cycle. An external Small Employer Audit is completed in the first year, and the regular COR audit instrument is used to maintain certification in the two subsequent years.¹

1.2 Scope

MECOR provides medium-sized employers with a graduated process for achieving a regular COR. The intent is to encourage medium-sized employers to actively pursue a COR, and to allow small employers who currently hold a SECOR to transition into the regular COR Program.

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 MECOR PROGRAM

2.1 The MECOR process is available to:

- Existing Energy Safety Canada SECOR holders who have grown beyond 10 employees but have less than 20 employees
- Employers who are new to the COR Program who have less than 20 employees
- For purposes of determining employee count, the owner(s) and any person covered by the employer's WCB account must be included in the number of "employees"

2.2 If at any point in the MECOR process an employer exceeds 30 employees, they must transition out of the MECOR process and perform a COR Certification Audit for their next scheduled audit.

2.3 Employers are not eligible to participate in the MECOR process include:

- Any employer who currently holds or has ever held a regular COR
- Any employer who has completed a full MECOR cycle
- Any employer who has failed to meet auditing requirements

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- 2.4 The following requirements must be met for Year One of the MECOR audit cycle:
- A certified auditor external to the organization conducts an external audit using the Energy Safety Canada SECOR audit instrument
 - The requirement that the owner, most senior operational person, or an employee familiar with the overall work operation successfully completes the Energy Safety Canada Safety Program Development Course
 - The audit must score at least 80% overall and at least 50% in each element
 - Pass the quality assurance review
 - Commissioner for Oaths validation is not required
- 2.5 The Employer receives a SECOR certificate following a successful audit that remains valid for the remainder of the MECOR process if successfully maintained.
- 2.6 The following requirements must be met for Year Two of the MECOR audit cycle:
- A maintenance audit must be conducted on the anniversary date of the employers COR date or by the end of that quarter, using Energy Safety Canada regular COR audit instrument
 - The audit will be conducted using either an External or Internal Energy Safety Canada Certified Health and Safety Auditor
 - Pass the quality assurance review
- 2.7 The following requirements must be met for Year Three of the MECOR audit cycle:
- A maintenance audit must be conducted on the anniversary date of the employers COR date or by the end of that quarter for Year Three, using Energy Safety Canada regular COR audit instrument
 - Achieve a minimum score of 70% overall, and 50% in each element
 - Pass the quality assurance review
- 2.8 If the maintenance audit fails to meet the audit score requirements, and/or is unable to pass the quality assurance review, the employer's certificate must be cancelled, and the employer may not participate in the MECOR program again. To seek recertification, the employer must follow all the requirements of the regular COR program.
- 2.9 In the fourth year, the employer enters into the regular COR audit cycle which uses the Energy Safety Canada regular COR audit instrument. If successful, the employer will receive a regular COR certificate.
- 2.10 At the end of the three-year MECOR cycle, employers are no longer eligible to participate in the process. Recertification is available only through the regular audit process.

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3.0 ROLES AND RESPONSIBILITIES

Employer	<ul style="list-style-type: none"> Hires an approved certified external auditor year one, to complete a certification audit using the small employer audit tool Hires an external auditor in subsequent maintenance years, or chooses to send a full-time employee for auditing training, in order to conduct internal maintenance audits for remainder of COR cycle
Auditor	<ul style="list-style-type: none"> Review SAC-PRO-039: Outline of Roles and Responsibilities, to ensure compliance with Energy Safety Canada’s program requirements Conducts External SECOR audit on employer year one
Employer	<ul style="list-style-type: none"> Employers will receive a SECOR certificate following a successful audit in Year One Achieve a minimum score of 70% overall, and 50% in each element in Year Three using the regular audit instrument Employer transitions to the regular COR audit cycle in Year Four

4.0 REFERENCE DOCUMENTS

¹ SAC-PRO-039 Use of Corporate Auditors
SAC-MNL-001 Department Manual
Alberta Government Reference: [1.8 MECOR Program](#)

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