



OUTLINE OF ROLES AND RESPONSIBILITIES

Effective Date: 2019 - 01 - 03

Owned by: Juliet Goodwin
Manager, Safety Audits & Certifications

Approval: 

Approved By: Juliet Goodwin
Manager, Safety Audits & Certifications

Valid Until: 2021 - 01 - 03

Sensitivity Level: Public


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

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 3, 2019	Melissa Mass	This is the first revision of the Outline of Roles and Responsibilities 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)

Sensitivity Level: Public

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



CONTENTS

Summary of Changes	2
Summary of Reviewers.....	2
1.0 About this Procedure	4
1.1 Purpose and Direction	4
1.2 Scope.....	4
1.3 Target Audience.....	4
2.0 Procedure	4
3.0 Roles & Responsibilities for Procedure.....	4
4.0 Reference Documents	5

Sensitivity Level: Public

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



1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

The Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada’s Certificate of Recognition (COR), Medium Employer Certificate of Recognition (MECOR) process, Small Employer Certificate of Recognition (SECOR) and Injury Management/Return to Work (IM/RTW) certification programs.

The guideline outlines in detail the roles for Energy Safety Canada, employers, certified auditors, certified auditor candidates, or any other party.¹

1.2 Scope

This document and the accompanying guideline is to inform employers, Energy Safety Canada certified auditors, and certified auditor candidates about their role, to provide answers to frequently asked questions, and to set out a high-level summary of each stakeholder’s responsibilities.

1.3 Target Audience

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

2.0 PROCEDURE

2.1 Employers must verify they have read and agree to the Outline of Roles and Responsibilities when they register with Energy Safety Canada as a certifying partner.

2.2 Employers must verify they have read and agree to the Outline of Roles and Responsibilities time they register an audit with Energy Safety Canada.

3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

Employers	<ul style="list-style-type: none"> Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register with Energy Safety Canada as a Certifying Partner
Auditors	<ul style="list-style-type: none"> Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register an audit with Energy Safety Canada

Sensitivity Level: Public

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



4.0 REFERENCE DOCUMENTS

- ¹ SAC-MNL-001 Department Manual
SAC-GDL-003 Outline of Roles and Responsibilities

Sensitivity Level: Public