

# OUTLINE OF ROLES AND RESPONSIBILITIES

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Manager, Safety Audits & Certifications

Approved By: Juliet Goodwin

Manager, Safety Audits & Certifications

Valid Until: 2021 - 01 - 03

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

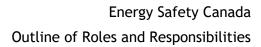
Version	Date	Author(s)	Revision Notes
1.0	January 3,	Melissa Mass	This is the first revision of the
	2019		Outline of Roles and Responsibilities
			Procedure. This revision brings the
			Procedure template into alignment
			with the templates used by the
			Governing Documents Framework.

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	iet 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 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.<sup>1</sup>

#### 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> <li>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</li> </ul>
Auditors	<ul> <li>Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register an audit with Energy Safety Canada</li> </ul>

Sensitivity Level: Public



# **4.0 REFERENCE DOCUMENTS**

<sup>1</sup> SAC-MNL-001 Department Manual SAC-GDL-003 Outline of Roles and Responsibilities