



# STANDARDS FOR AUDIT REVIEWERS

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Owned by: Juliet Goodwin  
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Approval: 

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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     | December 05, 2018 | Melissa Mass | This is the first revision of the Standards for Audit Reviewers 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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## 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..... | 6 |
| 4.0 reference Documents.....                    | 6 |

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## 1.0 ABOUT THIS PROCEDURE

### 1.1 Purpose and Direction

This procedure outlines the combination of work experience, education and on-the-job training required for staff and consultant audit reviewers to carry out audit reviews.<sup>1</sup>

### 1.2 Scope

The quality assurance (QA) review helps Energy Safety Canada ensure all employers in the COR program receive accurate and high-quality audit reports. To deliver QA reviews that consistently meet this standard, Energy Safety Canada requires all of its audit reviewers to have sufficient education, training, and work experience. This procedure defines these standards.

Energy Safety Canada uses a combination of staff and consultant audit reviewers. This standard applies to both categories.

### 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

There are three levels of Energy Safety Canada staff audit reviewers to distinguish the type of audit/audit options that can be reviewed. All audit reviewers in training will be assigned a mentor during their training.

### 2.1 All audit reviewers must meet the minimum education requirement:

2.1.1 A certificate, diploma or degree in health and safety, OR have completed at least 50% of their health and safety education OR hold a diploma or degree in a non-related course.

### 2.2 All audit reviewers must complete the following pre-requisite courses:

2.2.1 Common Safety Orientation (CSO).

2.2.2 Energy Safety Canada Safety Program Development.

2.2.3 COR Program Orientation (in-house).

2.2.4 This is documented on SAC-CFT-008. This document also contains the types of audits/audit options that can be reviewed at each level.<sup>2</sup>

### 2.3 Level A audit reviewer requirements:

2.3.1 One year of experience in occupational health and safety.

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- 2.3.2 Approved for Level A audit reviewer training.
- 2.3.3 This is documented on the SAC-CFT-040.<sup>3</sup>
- 2.4** Level B audit reviewer requirements:
  - 2.4.1 Completed Level A audit reviewer training.
  - 2.4.2 Complete and pass Energy Safety Canada's Certified Health and Safety Auditor course.
  - 2.4.3 Approved for Level B audit reviewer training.
  - 2.4.4 This is documented on the SAC-CFT-041.<sup>4</sup>
- 2.5** Level C audit reviewer requirements:
  - 2.5.1 Completed Level B audit reviewer training.
  - 2.5.2 Two years of experience in occupational health and safety.
  - 2.5.3 Certified Energy Safety Canada Internal Auditor.
  - 2.5.4 Approved for Level C audit reviewer training.
  - 2.5.5 This is documented on the SAC-CFT-042.<sup>5</sup>
- 2.6** Contracted consultant requirements:
  - 2.6.1 Minimum of five years of experience with a broad spectrum in occupational health and safety.
  - 2.6.2 Holds a certificate, diploma or degree in health and safety, OR a Canadian Registered Safety Professional (CRSP) designation or equivalent.
  - 2.6.3 Certified Energy Safety Canada External Auditor.
  - 2.6.4 Have no enforced quality and/or ethical infractions under Energy Safety Canada's Auditor Performance Management.
  - 2.6.5 Must complete level competency training for the audit type assigned for review.
- 2.7** All audit reviewers must sign and adhere to the Audit Reviewer Code of Ethics. An audit reviewer with any real or perceived conflict of interest with an Energy Safety Canada audit must contact the Energy Safety Canada managing supervisor to discuss.
- 2.8** All audit reviewers will have their work regularly reviewed and will be provided with feedback. This will be carried out by the audit reviewer's managing supervisor(s).

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### 3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

|                         |   |
|-------------------------|---|
| Energy Safety<br>Canada | <ul style="list-style-type: none"><li>○ Provide initial and ongoing audit QA review training</li><li>○ Annually review the performance of staff and consultant audit reviewers</li><li>○ Maintain a list of audit reviewers and make available to Energy Safety Canada certified auditors</li></ul> |
|-------------------------|---|

### 4.0 REFERENCE DOCUMENTS

- 
- <sup>1</sup> SAC-MNL-001 Department Manual  
Alberta Government Reference: [2.3 Audit Reviewers](#)
  - <sup>2</sup> SAC-CFT-008 SA&C Audit Reviewer COR Orientation - Training Checklist
  - <sup>3</sup> SAC-CFT-040 Level A - Training Checklist
  - <sup>4</sup> SAC-CFT-041 Level B - Training Checklist
  - <sup>5</sup> SAC-CFT-042 Level C - Training Checklist

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