



CHANGING CERTIFYING PARTNER

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Owned by: Juliet Goodwin
Manager, Safety Audits & Certifications

Approval: 

Approved By: Juliet Goodwin
Manager, Safety Audits & Certifications

Valid Until: 2021 - 03 - 13

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	March 13, 2019	Carol Hockley	This is the first revision of the Changing Certifying Partner 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
SA&C Team	Subject Matter Experts (SME)

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

This procedure outlines how to obtain a Certificate of Recognition (COR)/Small Employer Certificate of Recognition (SECOR), an employer must select a Certifying Partner (CP) from the list approved by the provincial governing body.

Energy Safety Canada is the CP for Canada's oil and gas industry. It is recommended that employers choose their CP based on industry alignment. However, any employer may make a request to change CPs at any time. This process may alter slightly depending on the provincial jurisdiction.¹

1.2 Scope

In British Columbia (BC), the governing body assigns employers to a CP based on industry type. Where questions arise concerning which CP is appropriate, the governing body will decide based on 'natural alignment'.

Outside the province of BC, employers are free to choose any CP that is willing to provide certification services to them. There may be circumstances where employers have their COR/SECOR certification from one CP and wish to have Energy Safety Canada serve as their CP. Conversely, employers with COR/SECOR certification through Energy Safety Canada may wish to change their CP.

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 In the province of British Columbia (BC), an employer wishing to change certifying partners (CP) must first gain the approval of the BC governing body.

2.1.1 Any requests for a change of CP received by Energy Safety Canada from a BC company will be managed in consultation with the BC governing body.

2.2 Employers approaching Energy Safety Canada to be their CP who already have a valid COR or SECOR issued by another CP must:

2.2.1 Successfully complete a certification audit performed by a certified Energy Safety Canada external auditor or SECOR assessor (for small employers).

2.3 Energy Safety Canada will continue to list employers that express their intention to transfer to another CP as COR/SECOR certificate holders, within Energy Safety Canada database and the published online list until either:

2.3.1 The new CP provides written confirmation that they are now serving as this employer's CP, or

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2.3.2 The employer’s COR or SECOR with Energy Safety Canada expires.

2.4 Whether an employer is seeking transfer to Energy Safety Canada as their CP or departing Energy Safety Canada, Energy Safety Canada remains committed to full written notification between all stakeholders in any transfers between CPs.

2.4.1 Stakeholders include the previous CP, the new CP, and any governing bodies.

3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

For employers transferring to Energy Safety Canada as their CP:

<p>Employer</p>	<ul style="list-style-type: none"> ○ Provides a written request to Energy Safety Canada to have Energy Safety Canada serve as their CP <ul style="list-style-type: none"> ○ This request must include an explanation as to how the employer is aligned with the oil and gas industry ○ Submits a letter of notification to their existing CP indicating their intention to change CPs ○ Provides a copy of the letter of notification to Energy Safety Canada ○ Completes any required course work in preparation for Energy Safety Canada COR/SECOR certification ○ Performs a certification audit with Energy Safety Canada
<p>Energy Safety Canada</p>	<ul style="list-style-type: none"> ○ Receives the CP change request from the employer ○ If a BC company, chooses Energy Safety Canada confirmation is needed that the B.C company is bidding for work in the oil and gas industry, wanting to work in the oil and gas industry or wanting to get SAFE Certification. ○ Evaluates employer’s alignment with the oil and gas industry <ul style="list-style-type: none"> ○ If an employer is in no way aligned with the oil and gas industry, Energy Safety Canada may direct the employer to a more appropriate CP ○ Verifies the employer’s COR status, including whether the employer is currently under suspension. ○ Processes and reviews the employer’s certification audit ○ Upon successful completion of the certification audit, registers the results with the respective governing bodies so that the employer receives an Energy Safety Canada COR/SECOR with a new expiry date ○ Provides the previous CP and the governing bodies (as required) with a letter of notification that the employer is using Energy Safety Canada as their COR/SECOR CP

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For Energy Safety Canada employers transferring to another CP:

Employer	<ul style="list-style-type: none">○ Provides a written notification to Energy Safety Canada of their intent to change CPs
Energy Safety Canada	<ul style="list-style-type: none">○ Confirms receipt to the request to transfer to another CP<ul style="list-style-type: none">○ If a BC company, Energy Safety Canada may also notify the employer of the requirement to consult with the BC governing body○ Cancels the employer's COR/SECOR certificate and removes the employer from its online list of COR/SECOR certificate holders once written confirmation is received that the employer is certifying with the new CP

4.0 REFERENCE DOCUMENTS

¹ SAC-MNL-001 Department Manual
Alberta Government Reference: Standard 3.10

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