



# AUDITOR RECERTIFICATION

Effective Date: 2018 - 11 - 21  
Owned by: Safety Audits and Certification Department

Approval: \_\_\_\_\_  
Approved By: Justin Degagne, SA&C Acting Manager

Valid Until: 2021 - 11 - 21


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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

Location of Change	Summary of Change
Entire Document	This is the first revision of the Auditor Recertification Proced. 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
Justin Degagne	Acting 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 describes the requirements for recertification of Internal and External Energy Safety Canada Auditors. The Auditor certification is valid for a three-year period and then recertification is required.

*Energy Safety Canada Reference: SAC-MNL-001*

*Alberta Government Reference: Standard 6.2*

### 1.2 Scope

The scope is for all certified auditors that require recertification after a three-year period.

### 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

2.1.1 Certified auditors must be recertified at least once every three years.

2.1.2 To be eligible for recertification, auditors must:

- Attend the one-day Certified Health and Safety Auditor Renewal course
- Successfully complete a minimum of two audits or maintenance audit options within the three-year auditor certification period

2.1.3 Refresher training will include issues identified through:

- Quality assurance
- Auditor feedback
- Employer feedback
- Partnerships standard updates

2.1.4 If the auditor's certification has expired, the auditor will have up to six months from the date of expiry to recertify without having to retake the five-day Certified Health and Safety Auditor Program.

- Auditors whose certification has expired will not be permitted to register, conduct or participate in any new audits until they have completed the one-day Certified Auditor Renewal course

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2.1.5 Auditors whose certification has been expired for six months or more are required to re-apply to retake and then successfully complete the five-day Certified Health and Safety Auditor Program and complete a qualification audit.

- External auditor candidates must meet the current external auditor pre-requisites in order to complete the Certified Health and Safety Auditor Program

### 3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

Auditor	<ul style="list-style-type: none"> <li>○ Recertify at least once every three years by completing the following requirements:</li> <li>○ Attend the one-day Certified Health and Safety Auditor Renewal course.</li> <li>○ If applicable, achieve a mark of 80% or higher on the revised auditor training exam.</li> <li>○ Successfully completing a minimum of two audits or maintenance audit options within the three-year auditor certification period</li> </ul>
Energy Safety Canada	<ul style="list-style-type: none"> <li>○ Offer opportunities for auditors to take the one-day Certified Health and Safety Auditor Renewal course at least once per year</li> <li>○ Maintain records of successful audit completion by auditors as individuals or as part of a team audit</li> </ul>

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