



Pre-Qualification Audit Checklist

Certified Auditor Program

Date: Click or tap to enter a date. **Auditor Name:** Click or tap here to enter text.
Auditor ID: Click or tap here to enter text. **Auditor Email:** Click or tap here to enter text.
Type of Auditor: Choose an item. **Received & reviewed by (ESC Staff):** Click or tap here to enter text.

Objective/Outcomes
Objective1: Provide the auditor with requirements for audit report writing and EC Audit Tool Use
Objective2: Provide the auditor with requirements for Auditor Notes, Strengths and Recommendations
Objective3: Provide the auditor with requirements for interviews and observations
Outcomes: Auditor is prepared to conduct and submit audit reports that meet ESC Standards.
Timeframe: All Actions to be completed prior to auditor certification being finalized
Submission: Submit Completed form to CORInfo@EnergySafetyCanada.com

Action Items
1. Watch the recorded session ‘Focused Auditor Training’ to understand requirements for interviews and observations.
2. Watch the recorded session ‘ Auditing and Report Writing Information Recorded ’ to understand eC-Audit Tool use and report writing requirements.
3. Review the SAC-PRO-052 Auditor Notes standard to understand note requirements
4. Review the SAC-PRO-015 COR Audit Quality Assurance Review to understand what is looked for when the audit is submitted for quality assurance review.
5. Review the COVID-19 Auditing Requirements to ensure understanding of auditing during COVID.

Completion Details				
1. Focused Auditor Training	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
2. Auditing and Report Writing Information Recorded	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
3. SAC-PRO-052 Auditor Notes Procedure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
4. SAC-PRO-015 COR Audit Quality Assurance Review Procedure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
5. COVID-19 Auditing Requirements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.

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