CHSA Course Next Steps Information Sheet

Effective Date: April 29, 2022

Owned by: Manager, Safety Audits & Certifications

Approval: 

Approved By: Manager, Safety Audits & Certifications

Valid Until: April 29, 2025

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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

<table>
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<th>Version</th>
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<tr>
<td>1.0</td>
<td>April 19, 2019</td>
<td>Juliet Goodwin</td>
<td>New document</td>
</tr>
<tr>
<td>1.1</td>
<td>April 19, 2022</td>
<td>Shannon Senga</td>
<td>Annual Review</td>
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Dear Student,

Now that you have successfully completed the 5-day Certified Health and Safety Auditor Course, here are your next steps:

1. Complete the Pre-Qualification Audit Checklist and the actions outlined in the checklist. Submit the completed checklist to corino@energysafetycanada.com. Once reviewed and approved, you can proceed with audit registration.

2. Register your audit by logging into your account at energysafetycanada.com. If the Pre-Qualification Audit Checklist has not been completed and submitted then the Audit registration cannot be approved.

3. Once the audit registration has been approved and you received your eC-Audit Tool license key you can start your audit.
   a. Ensure all sampling requirements are met for interviews and field sites, not sure what your sampling should be? Gives us a call for help. The sampling criteria can be found on our website under COR Resources. There are additional tools available under the COR Audit Protocol and COR Resources Tabs.
   b. Ensure the audit is submitted within 1 year from the last day of your course, and that you follow the 45 days for onsite work and 21 days for report writing. Failure to meet the audit timelines will result in the audit being invalid. No extensions will be allowed.

At anytime prior to or during the audit process you need support please contact Energy Safety Canada at CORInfo@EnergySafetyCanada.com or call 1.800.667.5557 ext 3.

Good luck on your student audit!

Regards,

Safety Audits and Certifications
Energy Safety Canada
1.800.667.5557
CORInfo@EnergySafetyCanada.com
Appendix A – Pre-Certification Checklist – View Only

Date:  
Auditor ID:  
Type of Auditor:  
(ESC Staff):  

Objective/Outcomes
Objective 1: Provide the auditor with requirements for audit report writing and EC Audit Tool use
Objective 2: Provide the auditor with requirements for Auditor Notes, Strengths and Recommendations
Objective 3: 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.
6. Review the SAC-GDL-044 CHSA Course Next Steps Guideline

Completion Details
1. Focused Auditor Training  Yes □ No □  Click or tap to enter a date.
   Summary:

2. Auditing and Report Writing Information Recorded  Yes □ No □  Click or tap to enter a date.
   Summary:

3. SAC-PRO-052 Auditor Notes Procedure  Yes □ No □  Click or tap to enter a date.
   Summary:

4. SAC-PRO-015 COR Audit Quality Assurance Review Procedure  Yes □ No □  Click or tap to enter a date.
   Summary:

5. COVID-19 Auditing Requirements  Yes □ No □  Click or tap to enter a date.
   Summary:

6. SAC-GDL-044 CHSA Course Next Steps Guideline  Yes □ No □  Click or tap to enter a date.
   Summary:

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