



AUDITOR RECERTIFICATION

Effective Date: November 30, 2021

Owned by: Manager,
Safety Audits and Certifications

Approval: *Juliet Hoodione*
Approved By: Manager,
Safety Audits & Certifications

Valid Until: November 30, 2022

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	July 19, 2019	Melissa Mass	This is the first revision of the Auditor Recertification Procedure. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	November 30, 2021	Juliet Goodwin	Annual Review

 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 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.

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, internal 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 To be eligible for recertification, external auditors must:

- Attend the one-day Certified Health and Safety Auditor Renewal course
- Successfully complete a minimum of two audits within the three-year auditor certification period
 - Lead on developing and participating in Action Plans for their own employer and conducting baseline audits will count towards recertification
 - Participation as a team auditor, if that participation includes all three validation techniques will also count towards recertification
- An auditor may request permission to complete the auditor refresher training course in lieu of an audit for one (1) of the calendar years but may only do so once in their three-year cycle

2.1.4 Auditors would not be eligible to take the auditor refresher training course if any of the following conditions exist:

- Received an infraction in the past through the Energy Safety Canada Auditor Performance Management System resulting in permanent suspension
- Received in the past 3 years disciplinary action resulting in an Infraction under the Energy Safety Canada Auditor Performance Management System

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2.1.5 Refresher training will include issues identified through:

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

2.1.6 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

2.1.7 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"> • Recertify at least once every three years by completing the following requirements: • Attend the one-day Certified Health and Safety Auditor Renewal course. • If applicable, achieve a mark of 80% or higher on the revised auditor training exam. • Successfully complete the audit or maintenance audit option requirements annually as well as within the three-year auditor certification period, as it relates to their certification as an internal or external auditor
Energy Safety Canada	<ul style="list-style-type: none"> • Offer opportunities for auditors to take the one-day Certified Health and Safety Auditor Renewal course at least once per year • Maintain records of successful audit completion by auditors as individuals or as part of a team audit

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