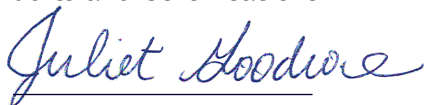




AUDITOR RECERTIFICATION

Effective Date: 2019 - 07 - 19

Owned by: Melissa Mass,
Staff Advisor, Safety Audits and Certifications

Approval: 

Approved By: Juliet Goodwin
Manager, Safety Audits & Certifications

Valid Until: 2022 - 07 - 19

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.

 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)

Sensitivity Level: Public



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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

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
 - Partnership Audit Standard Equivalency audits, National/International Standard Equivalency audits, and 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 Refresher training will include issues identified through:

- Quality assurance
- Auditor feedback
- Employer feedback

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