



OUTLINE OF ROLES AND RESPONSIBILITIES

Effective Date: August 27, 2021

Owned by: Manager,
Safety Audits & Certifications

Approval: 
Approved By: Manager,
Safety Audits & Certifications

Valid Until: August 27, 2024

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	January 3, 2019	Melissa Mass	This is the first revision of the Outline of Roles and Responsibilities Procedure. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	August 26, 2021	Stephen Heinpalu	3 year 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
Justin Degagne	Program Manager, Training
SA&C Team	Subject Matter Experts (SME)
Stephen Heinpalu	Quality Assurance, Safety Audit and Certifications

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

The Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada’s Certificate of Recognition programs.

The document outlines in detail the roles for Energy Safety Canada, employers, certified auditors, certified auditor candidates, or any other party.

1.2 Scope

This document is to inform employers, Energy Safety Canada certified auditors, and certified auditor candidates about their role, to provide answers to frequently asked questions, and to set out a high-level summary of each stakeholder’s responsibilities.

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 Employers must verify they have read and agree to the Outline of Roles and Responsibilities when they register with Energy Safety Canada as a certifying partner.

2.2 Auditors must verify they have read and agree to the Outline of Roles and Responsibilities each time they register an audit with Energy Safety Canada.

3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

Employers	<ul style="list-style-type: none">○ Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register with Energy Safety Canada as a Certifying Partner
Auditors	<ul style="list-style-type: none">○ Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register an audit with Energy Safety Canada

4.0 REFERENCE DOCUMENTS

[Outline of Roles and Responsibilities \(SAC-GDL-003\)](#)

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