



AUDIT TIME FRAMES

In an effort to shorten audit review timelines, Energy Safety Canada has committed to meeting the following targets:

Week 1: Audit received, initial quality assurance checks occur and logged into the system.

Week 2: Audit is reviewed and any minor corrections* are requested and reviewed.

*If major corrections are required, then the auditor will have 15 days to make the corrections. Minor corrections must be provided within two business days.

Week 3: Audit is processed and certificate applied for (if applicable) through the necessary governing body online system. The employer receives approval notification.

Auditors/Assessors can refer to the table below for specific time frames for the activities within each type of audit.

Type of Audit	Activity	Time Frame
Large Employer COR Audits	Data gathering	45 days
	Audit report writing and submission	21 days
	Audit corrections	15 days
Small Employer Audits completed by the Assessor (via binder submission) or an Energy Safety Canada Auditor	Data gathering	15 days
	Audit report writing and submission	21 days
	Audit corrections	15 days
Small Employer Audits completed by Assessor (via the online system)	Data gathering and audit report writing and submission	36 days
	Audit corrections	15 days