

Auditor News & Tips

Issue 1 | June 2020



We asked what you'd like to see in a newsletter, and you provided your feedback. This biannual publication is just one way to stay informed and learn more about the Certificate of Recognition Program. Welcome to the Energy Safety Canada Auditor newsletter.

What Auditors Need to Know During COVID-19

Stay up to date on developments regarding auditing practices during the pandemic by visiting our website's [COVID-19 Updates](#) page. There you will find the latest news and changes to help you stay informed.

Recent communications include information about process changes for documentation-only audits, extensions for auditor certification and candidates, and more. Be sure to check back regularly for the latest developments.

Quick Links to ESC's Website

The following links will take you directly to the COR-related information you need:

- » [COR News](#) – Find all the COR bulletins and communications we've released.
- » [Audit Protocol](#) – A detailed explanation of all aspects for a COR audit.
- » [COR Materials & Resources](#) – Includes forms, audit time frames, information gathering tools, formal hazard assessment scoring guide and more.
- » [Training Courses](#) – In addition to traditional classroom courses, we offer online and virtual classroom options.

Provincial Differences

Provinces have different rules for COR audits during COVID-19.

Alberta

- » Documentation-only audits for the remainder of 2020.
- » If the company is in a certification year, they will be issued a one-year certificate.
- » For maintenance years, they keep their same cycle.

British Columbia

- » All three validation methods must be completed, and a three-year certificate will be issued.
- » If the company has no field work where they would normally, they may apply for a one-year COR. They must be in a certification year to apply.
- » Some exceptions for maintenance years are allowed; please contact us to discuss the company's situation.

All Other Provinces

Companies in provinces other than Alberta and BC can choose to either:

- » Complete an audit with all three validation methods to obtain a three-year certificate.
- OR
- » Submit a documentation-only audit for a one-year certificate or during a maintenance year.

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Important Update to eCompliance

Did you know that using an outdated version of eCompliance will cause issues when performing a documentation-only audit? Be sure you have the most updated version.

Because some audits during COVID-19 require documentation only, eCompliance was updated to allow for "N/A" (not applicable) to be applied to each interview and observation question.

HELPFUL TIP: Before you conduct your audit, check question A.1b in the audit results section to confirm you are able to apply the N/A response. If not, you must uninstall eCompliance, reinstall it, and create a new audit file.

Get OHS Updates from Your Governing Body

It's easy to make sure you receive the latest occupational health and safety news directly from the governing body in your area. Just click on the link to subscribe to the [Alberta](#) and/or [British Columbia](#) e-newsletter.

These monthly updates outline the latest changes to occupational health and safety regulations, guidelines and policies. They also include information on new workplace health and safety resources, initiatives and events.

Tips for Improving Safety Programs

We received feedback that auditors would appreciate tips and suggestions for improvement on audit questions where companies tend to score low. In response, we are developing "tip sheets". Each will focus on one aspect of the COR audit process and provide ideas and opportunities for improving health and safety management systems.

The topic of the first tip sheet is [Management and Frontline Supervisor Work Site Tours](#).

Stay tuned... we'll let you know when future tip sheets are posted.

Coming Soon: Information Sessions

Energy Safety Canada is developing a series of online COR information sessions. Each session will focus on one or two elements of the COR Audit Protocol and discuss common audit concerns and how to address them. Watch for an email in the coming weeks when these sessions become available for registration.

We're Here to Help

Energy Safety Canada is available to assist with your Certificate of Recognition needs:

Email: CORInfo@EnergySafetyCanada.com

Phone: 1 800 667 5557 extension 3

COR Customer Support: 403 516 8072

SECOR Customer Support: 403 516 8107

Auditor Support: 403 516 8066