HOW TO COMPLETE AND SUBMIT A SECOR AUDIT
GETTING STARTED

» Navigate to Energy Safety Canada website

» At the top of the web page select “Sign In”
LOG IN

» Log into your account by entering your username and password

Username \ Email
John.Doe

Password

Forgot username? | Forgot password?
Create a new account
ACCESS THE REGISTERED AUDIT

» Once logged in, from the Auditor Portal tab select Small Employer Dashboard

» Select “Go To Audit” to begin
AUDIT DISPLAY

» The main audit display has a couple key areas to note:

1. The countdown calendar
2. General audit details
3. Audit tabs
GENERAL AUDIT DETAILS

» The details in this table are a high-level indicator on the type of audit being performed.

» If any details are noted incorrect the assessor should email corinfo@energysafetycanada.com with the details.

<table>
<thead>
<tr>
<th>Audit #</th>
<th>Audit Status</th>
<th>Audit Start</th>
<th>Audit Due</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>202300409</td>
<td>REGISTERED</td>
<td>8/15/2023</td>
<td>9/20/2023</td>
<td>AB, BC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessor</th>
<th>Cert Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SECOR</td>
</tr>
</tbody>
</table>
COUNTDOWN CALENDAR

» SECOR audits have 36 days from the start date entered at registration

» Be sure to finish adding all documents, assessor notes and submit this before reaching 0 days
AUDIT TABS

» Most of these tabs capture information from the registration

» Some tabs can be edited with updates for any changes made since the audit registration

» Select the Audit Tool tab to start uploading documents for the audit questions
An option for saving time from scanning and separating policy/procedure style documents is to provide the safety manual.

If the manual is uploaded, the assessor simply makes a note indicating where in the manual the information relevant to the audit question can be found.
Audit questions are grouped into elements.

To view the questions, select the arrow on the far right of the element.

Click on the question number to open the question.
AUDIT QUESTIONS

Each audit question consists of:

1. The audit question
2. Instructions on how to answer the question
3. A notes area for assessors to provide additional information related to the documentation or question
4. A place to reference the safety manual page
5. A file selection box, used to upload documentation
6. A save button and navigation arrows to move to previous or next question
ANSWER AUDIT QUESTIONS

» Read the question and make note of any criteria listed in the question

» For example: Question A1 has 4 criteria identified by the bullets items that the score will be based on

A.1 H&S Policy
(1 of 6)

Is there a written health and safety policy that includes;
• General health & safety responsibilities for each level (i.e. manager, supervisor, workers, contractors and visitors).
• a reference to the company’s goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological and social well-being.
• requirement to comply with applicable government regulations and the companies health and safety standards.
• signature of the current owner, including date.
INSTRUCTIONS

» Each audit question has instructions to guide the assessor on how to answer the question

» Any exceptions allowed for the question will be identified here
ASSESSOR NOTES

» Assessor notes should be provided to add direction and clarity to support the audit questions

» If the safety manual is provided the page reference can be added here

The policy provided can be found on page 3 of the safety manual, this was signed by both owners...

Safety Manual Page Reference

3
***** IMPORTANT - Click the Save button after making a note, the audit tool does not automatically save.
UPLOAD DOCUMENTS

» Unless the safety manual and page references are provided, documentation to support the question will be required

» Select Choose Files and Upload to attach documentation to the question
NAVIGATE QUESTIONS

» To move between questions
1. Use the direction arrows as the top to go to the previous or next question
2. Select the question from the list on the left
FINAL STEPS

» Once all audit questions are completed click the Audit Summary button to return to the summary page

Here the assessor can:
- Add final Assessor Summary Notes
- View and print a report that show the notes and documents added to the audit
  *Note - Once submitted the assessor will not be able to see the documents or notes submitted
- Click the Submit Audit button once ready to send for review
SUBMIT AUDIT

» Review the information on this page
» Enter the last day on site (date audit submitted)
» Click the checkbox
» Select Submit
THANK YOU

» A confirmation the audit submission has been sent to Energy Safety Canada will be shown