

Energy Safety Canada Employer COR Audit Registration Procedure

EMPLOYER COR AUDIT REGISTRATION PROCEDURE

Effective Date: August 24, 2023 Owned by: Manager, Safety Audits & Certifications

Approval: Juliet Goodwa

Approved By: Manager, Safety Audits & Certifications Valid Until: August 24, 2026

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Revision: 1.0



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	August 1	Jennifer Koenig	New Document

 \mathbb{R} 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
Jennifer Koenig	Audit Specialist
SA&C Team	Subject Matter Experts (SME)
Juliet Goodwin	Manager, Safety Audits and Certifications



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PROCEDURE FOR EMPLOYER INITIATING A SINGLE 1.0 **COMPANY AUDIT REGISTRATION**

1.1 Initiating the audit registration process

1. The employer navigates to the energysafetycanada.com website and clicks on the MY ACCOUNT button located on the top right of the screen.



2. Next, the Employer enters their login credentials and password, click on the SIGN IN button.

CustomerService@Ene	ergySafetyCanada.com			ABOU	IT CAREERS CONTAC	
ENERGY SAFETY CANADA	() TRAINING	RESOURCES	್ಲಿಸ್ಗೆ standards & programs	ि COR	DEWS & EVENTS	
Home » > My Account						< Share 🍵 Print
		Us Re Pa Re	sername squired sssword eassword squired SIGN IN Forgot username? Forgot password? Create a new account		•	



3. Once logged in, navigate to the left-hand side menu bar, click on the **AUDITOR PORTAL** menu option. From there, select Large Employer Registration.

Home » > My Account
ACCESS CODE MANAGEMENT V
ACCOUNT DETAILS V
Small Employer Audit Registration
Small Employer Dashboard Large Employer Registration
Auditor Dashboard

4. On the COR Audit Registration page, click on Request New Audit Registration button. You are now ready to begin registering your audit.

CustomerService@Ene	rgySafetyCanada.com	ABOUT CAREERS CONTACT US STORE SIGN OUT
ENERGY SAFETY CANADA	🛞 TRAINING 🔡 RESOURCES 🦓 STANDARDS & PROGRAMS	
		On behalf of: (SELECT)
ACCESS CODE MANAGEMENT	COR Audit Registration	
ACCOUNT DETAILS	Welcome to the Energy Safety Canada Certificate of Recognition /	Audit Registration Portal for Large and Small Employers. Please
CERTIFICATIONS	complete these steps to initiate the audit process.	
AUDITOR PORTAL	If you require support in completing the Register an Audit applica	tion, please contact the call centre at 1.800.667.5557 ext. 3 or email
ESC DATA GATEWAY	Connoe Encipolicity canada com.	
INSTRUCTOR AND PROVIDER PORTAL	Request New Audit Registration	
EVALUATOR PORTAL	• · · · · · · · · · · · · · · · · · · ·	
HSA REGISTRATION	Audit Registrations in Progress	
ASSESSOR PORTAL	Audit# AuditType	Start Date Registration Status
VENDORS		

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1.2 STEP 1 - Entering Audit Details

1. You are now on the Audit Details page. Begin by selecting the audit type from the dropdown menu. If you are unsure of the audit type you are registering, refer to Appendix B -Audit Types.

E N E R G Y S A F E T Y C A N A D A		E RESOURCES	న్దిన STANDA	RDS & PROGRAMS	COR	888 NEWS & EV	YENTS MY ACC	
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Audit	Details							
*Audit Type				(None)		~		
*Certificate T	/pe			(None) External Auditor fo	or SECOR Certifica	ation		
*Audit Start D	ate			External Auditor for Limited Scope Act	or SECOR Mainter tion Plan	lance		
* Is this a sing	e audit covering mu	Itiple legal companies	?	Limited Scope Fin On-Site Audit Revi Single Audit for M Single Audit for M Site Specific Audit	ial Submission iew ultiple Companie ultiple Companie t Certification	s Certification s Maintenance		
BACK				Site Specific Audit Standard Audit Ce Standard Audit Ma Student Maintena	t Maintenance ertification aintenance unce Audit		NEXT	
and the		R		Student Qualificat Team Audit Certifi Team Audit Certifi Team Audit Maint Team Audit Maint Verification Audit Verification Audit	tion ication (Multi-Con enance enance (Multi-Con Certification Maintenance	npany) npany)		

2. Next, select your certificate type from the drop-down menu. If you are unsure of the audit certificate type you are registering for, refer to Appendix C - Audit Certificate Type.



3. Next, enter the approximate audit start date by clicking on the calendar icon and selecting your start date.

ENERCY SAFETY CANADA			ନ୍ଦ୍ରିର ST	rand#	ARDS	& PRC	GRAM	15	@? c		
•		•								•	
Step 1	Step 2	Step 3	Step	4		Step			Step 6	step /	Step 8
Audit	Details										
*Audit Type *Certificate Ty	pe					(None) (None)		~		~	
*Audit Start Da	ate								ä		
*Is this a single	e audit covering mu	ltiple legal companies?	** *	I	Au	igust 20	23	•	**		
	_		S	M		W	1	F	S		
BACK			30	31 7	1 8	2	3 10	4 11	5 12		NEXT
			13	14	15	16	17	18	19		
			20	21	22	23	24	25	26		
4			3	28 4	29 5	30 6	31 7	8	2 9		

4. Lastly, select if this is a single audit covering multiple legal companies. If you are unsure of what a legal company is, refer to Appendix A - Definitions.



5. Click **NEXT** to move to STEP 2 of the audit registration phase.

1.3 STEP 2 - Entering Company Details

Confirm the information including company legal name, street address, city, province, postal code, and phone number that automatically populates is correct. If it is not correct, you will need to contact <u>corinfo@energysafetycanada.com</u> or by calling 1-800-667-5557 ext.3



Company Profile	
Company Legal Name	ENERGY SAFETY CANADA
Street Address	150 - 2 SMED LANE SE
City	CALGARY
Province	AB
Postal Code	T2C 4T5
Phone	(403) 516-8000
•Total Number of Employees	
The Company Profile must provide context for the audit by outlining t Employer's work, Demographics, Geography, Facilities, Vehicle fleet, and Offices Make it specific to the industry code(s) included in the audit. Company Profile	he nature of the;
ВАСК	4000 characters left
	Company Legal Name Street Address City Province Postal Code Phone • Total Number of Employees • Total Number of Sites/Locations The Company Profile must provide context for the audit by outlining to • Employer's work, • Demographics, • Geography, • Facilities, • Vehicle fleet, and • Offices Make it specific to the industry code(s) included in the audit. • Company Profile

- 1. Begin by entering the total number of Employees (this includes all levels, full time, part time, casual, and all shifts)
- 2. Next enter the total number of sites/locations offices etc.
- 3. Lastly, you will need to include a company profile that is specific to the industry code(s) included in your audit and provides context for the audit by outlining the nature of the audit including they type of work, demographics, geography, facilities, vehicle fleet and offices.
- 4. Click **NEXT** to move to STEP 3 of the audit registration phase.

1.4 STEP 3 - Entering Legal Companies

1. Ensure you see the legal company name you are registering the audit for and confirm the city and province are correct by clicking on the Edit button.

E N E R G Y S A F E T Y C A N A D A				Employ	/er COI	Ene R Audit Regis	ergy Safety Canada stration Procedure
ENERGY SAPETY CANADA	() TRAINING		నిర్దేషి STANDA	RDS & PROGRAMS	E COR	🛗 NEWS & EVENT	
•	•	•	•	•		•	•
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Legal C Please review and If this is a Multi-Co Addition	companie confirm Legal Compar mpany Audit, use the al Compani	S ny information by selecti Add Site' button to add a ES	ng the Edit button. All associated Legal	Companies to be includ	led in the audit	scope.	
Legal Compa	an <u>y Name</u>			<u>City</u>	Pro	ovince	
1610635 ALBER	RTA INC. (GLOBAL ENER	GY SERVICES (2011)		Calgar	y AB	Edit	
BACK							NEXT

2. Enter both the WCB # and Industry Code, then click the SAVE button to close the pop-up window.

ENERGY SAFETY CANADA		న్దిషి STANDARDS & PROGRAMS	SEVENTS MY ACCOUNT	
				or ∎ ×
Legal Company Name	1610635 ALBERTA INC.(GLOBAL ENER	RGY SERVICES (2011)		•
•Province	Alberta 🗸	Ŭ		
•City	Calgary			
•WCB #		-		
•Industry Code		-		
			SAVE	
				_
				_
4				• • •

3. Click **NEXT** to move to STEP 4 of the audit registration phase.

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A F E T Y A F E T Y A N A D A	ITRAINING	RESOURCES	ಸ್ಥಿಸಿ standard	S & PROGRAMS	in the second se	BBB NEWS & EVEN	NTS MY ACCOUNT
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Step 1 Legal C Please review and If this is a Multi-C Addition	Step 2	Step 3	Step 4 ing the Edit button. all associated Legal Co	Step 5	Step 6	Step 7	Step 8

1.5 STEP 4 - Entering Worksite Breakdown and Sampling Details

1. Click the Add New Site button to begin adding worksites in the pop-up window.

	•	•	•	•	•	•	•	•
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
C14		Parent Composit		Dravia	~~	Employees		
<u>Sit</u>	e Pre are no reco	Parent Company		Provin	ce	Employees		
Sit The	e ere are no reco	Parent Company rds.		<u>Provin</u>	<u>ce</u>	Employees		
<u>Sit</u>	ere are no reco	Parent Company rds.		Provin	<u>ce</u>	<u>Employees</u>	Add	New Site

- Click the Parent Company dropdown and select the company name entered from STEP 3.
- Next add the name of your site/location

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- i. **NOTE:** When entering sites/locations ensure your description is clear (i.e. if you have multiple sites/locations in Calgary for example, ensure you can tell the difference: Calgary Head Office, Calgary Satellite Office, Calgary Shop etc.). This is important as it impacts the auditor when entering the onsite activity data for documentation, interviews and observations.
- Select the applicable province from the dropdown
- Enter the number of workers located at this site/location
- Select the site type from the dropdown:
 - i. Field
 - ii. Fixed
 - iii. Head Office
- Enter the year the last audit was conducted on this site (enter "NEVER" if not previously audited).
- Click SAVE

ENERGY SAFETY CANADA		ြ RESOURCES Aရိုရ S	TANDARDS & PROGRAMS	COR	BBB NEWS & EVENTS		
						с х	
							^
*Parent Company	(None)		~				- 11
Site/Location							- 11
Province	(None)	~					- 11
No. of Workers			ح				- 11
Site Type	(None)	•					- 11
Year of Last Audit							- 11
SAVE	-						
							1
							- 11



2. Repeat this step until all worksites that will be sampled as part of your audit scope are entered and listed here:

			•		•	•	
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Head Office Calgary	1610635 <i>4</i>	ALBERTA INC. (GLOBA)	L ENERGY SERVICES ((2011)	AB	5	Edit 🗙
Head Office Calgary	1610635 <i>4</i>	ALBERTA INC.(GLOBA	L ENERGY SERVICES ((2011)	AB	5	Edit X
Calgary Shop	1610635#	ALBERTA INC.(GLOBA	L ENERGY SERVICES ((2011)	AB	5	Edit X
						Add	New Site

3. Click **NEXT** to move to STEP 5 of the audit registration phase.

1.6 STEP 5 - Selecting an Auditor

1.6.1 Maintenance Audit

If you are in a maintenance year, you may select either an internal or external auditor to complete your audit.

1. Begin by typing the name of the auditor in the applicable text box. A list of auto populated names will appear.

E N E R G Y S A F E T Y C A N A D A				Employ	/er COR	Ener Audit Regis	rgy Safety Canada tration Procedure
E N E R G Y S A F E T Y C A N A D A		E RESOURCES	ಸ್ಥಿಸಿ STANDAR I	DS & PROGRAMS	in Cor	BBB NEWS & EVENT	S MY ACCOUNT Q
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Select Please select the	Auditor	uditor drop down menu.	. If the Auditor name of NEXT to continue v	does not appear, selev	ct the "I cannot fin	d the name of the Auditor	" check box,
Note: When an A prior to approvi	uditor is manually and the Audit Registra	entered at the Registratio	on stage, the Energy S	afety Canada Safety /	Audits and Certifica	ates team will validate you	ur Auditor
The Employer is between Employ	responsible to arra yers and Auditors.	nge the Auditor to perfor	m the Audit. Energy S	Gafety Canada does n	ot establish, mana	ge or mediate contract rel	ations
Energy Safety Ca and Safety Audi	anada Auditors mus tor Program to be ce	t have met the Certified I ertified to perform safety	Health and Safety Au system audits.	ditor prequalification	requirements and	have completed the Certi	ified Health
External Audito	r						
(None)		?					
Internal Audito	r						
(None)	•						
I cannot find th	e name of the Au	ditor 🛛					
ВАСК							NEXT

- 2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

E N E R G Y S A F E T Y C A N A D A				Employ	yer COR	Er Audit Reg	nergy Safety gistration Pr	r Canada rocedure
E N E R G Y S A F E T Y C A N A D A			ಸ್ಥಿಸ STANDA I	RDS & PROGRAMS	୍ତ୍ତି COR	아아 NEWS & EV	ENTS MY ACCOU	NT Q
•	•	•	•		•	•	•	
Select Please select then type the Note: When an prior to appro The Employer between Emp Energy Safety and Safety Au	t Auditor from the Au name of the Auditor in n Auditor is manually e ving the Audit Registra - is responsible to arrar loyers and Auditors. - Canada Auditors musi ditor Program to be ce	uditor drop down menu the text field. Then sele ntered at the Registratio tion. nge the Auditor to perfor a have met the Certified rtified to perform safety	. If the Auditor name ect NEXT to continue on stage, the Energy rm the Audit. Energy Health and Safety A r system audits.	e does not appear, sele with the audit registra Safety Canada Safety v Safety Canada does n uditor prequalification	ct the "I cannot fin ation. Audits and Certific iot establish, mana i requirements and	d the name of the Au ates team will validat ge or mediate contra I have completed the	ditor" check box, e your Auditor ct relations Certified Health	
External Audi Internal Audi I cannot find	itor tor the name of the Aud ame	(?) litor						
BACK		Requi	red field				NEXT	_

3. Click **NEXT** to move to STEP 6 of the audit registration phase.

1.6.2 Certification Audit

If you are in a certification year, you must select an external auditor to complete your audit.

1. Being by typing the name of the auditor in the external auditor text box. A list of auto populated names will appear.

E N E R G S A F E T C A N A D	Y Y A			Employ	yer COR	Ene Audit Regis	rgy Safety Canada tration Procedure
E N E R G Y S A F E T Y C A N A D A		E RESOURCES	ಸ್ಥೆಸ standari	DS & PROGRAMS	@R COR	BBB NEWS & EVENT	s MY ACCOUNT Q
S	e e e e e e e e e e e e e e e e e e e	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Se Pleas then	e select Auditor from the type the name of the Auditor	F Auditor drop down menu in the text field. Then sele	. If the Auditor name o ect NEXT to continue v	loes not appear, seleo vith the audit registra	ct the "I cannot fin tion.	d the name of the Auditor	-" check box,
Note: prior The E betw	When an Auditor is manually to approving the Audit Regist Employer is responsible to arr een Employers and Auditors.	rentered at the Registration ration. ange the Auditor to perfor	on stage, the Energy S rm the Audit. Energy S	afety Canada Safety / Safety Canada does n	Audits and Certific ot establish, mana	ates team will validate yo nge or mediate contract re	ur Auditor lations
Energ and S Extern	gy Safety Canada Auditors mu Safety Auditor Program to be o nal Auditor	ist have met the Certified certified to perform safety	Health and Safety Aud / system audits.	ditor prequalification	requirements and	I have completed the Cert	ified Health
(Nor I cann	ne) not find the name of the Au	? Iditor 🗆					
	BACK						NEXT

- 2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

ENERGY SAFETY CANADA	Energy Safety Canada Employer COR Audit Registration Procedure
6 H 6 A 7 A	CON TRAINING 🗄 RESOURCES 🚓 STANDARDS & PROCRAMS 🎯 COR 🕍 NEWS & EVENTS MY ACCOUNT Q
	Step 1 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8
	Select Auditor from the Auditor drop down menu. If the Auditor name does not appear, select the "I cannot find the name of the Auditor" check box, then type the name of the Auditor is manually entered at the Registration stage, the Energy Safety Canada Safety Audits and Certificates team will validate your Auditor prior to approving the Audit Registration. The Employer is responsible to arrange the Auditor to perform the Audit. Energy Safety Canada does not establish, manage or mediate contract relations between Employers and Auditors must have met the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to be certified to perform safety system audits.
	External Auditor I cannot find the name of the Auditor •Enter their name Required field BACK NEXT

3. Click the **NEXT** button to move to STEP 6 of the audit registration phase.

1.7 STEP 6 - Uploading your Organizational Chart

Next you will need to upload a current copy of your organizational chart that includes all positions in the company.

1. Click on Select button and choose the applicable file. NOTE: allowable formats include pdf, doc, and docx. The maximum file size is 20 MB.

E N E R C Y S A F E T Y C A N A D A	ITRAINING	u RESOURCES	న్దిన STANDA	RDS & PROGRAMS	ଚ୍ଚି ତେନ	Deve & EV	
•	•	•	•	•	•	•	•
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Upload a curr included in the •Organization C	ent Organization che e scope of the audit hart • Allowe • The m.	art that includes all posi including all positions a Select ed file formats are: pdf;dc aximum file size allowed	itions in the comp and should include c;docx lis 20 MB	any. If this is a Multi-C the total of employee:	Company Audit y s for each comp	ou must include all c any.	companies
ВАСК							

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1. Click on the **NEXT** button to move to STEP 7 of the audit registration phase.

1.8 STEP 7 - Outline of Roles and Responsibilities Declaration

The following Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada's Certificate of Recognition (COR), and Small Employer Certificate of Recognition (SECOR) programs.

- 1. Please review the Outline of Roles and Responsibilities by clicking on the link below.
- 2. Check the "acknowledgement box" to accept the Outline of Roles and Responsibilities and to continue with the audit registration. By selecting the checkbox, you agree to adhere to the Outline of Roles and Responsibilities.
- <image>
- 3. Click on the **NEXT** button to move to STEP 8 of the audit registration phase.

1.9 STEP 8 - Submitting your Audit Registration

Thank you for Submitting your COR Registration Application

The Employer portion of the audit registration has been sent to your selected auditor to complete the auditor portion of the audit registration process. Your Audit Registration will be submitted to Energy Safety Canada for review and approval once your Auditor has completed the Audit Registration process.

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Please note that the registration process may take up to seven (7) business days to process, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team.

Click on **Return to Audit Dashboard** Button to complete the audit registration phase.

	•			•		•	•
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Registration will be	submitted to Energy	Safety Canada for re	view and approval o	nce your Auditor has	completed the Audit	Registration process	5.
Please note that th	e registration process	s may take up to seve	n (7) business days t	o process, as we prior	itize accuracy and a	ttention to detail. We	appreciate your
nationco and you o		infunction non u.	sonce are registratio	no compicte. Il you i	ave any argemeniqu	inco, picase don ene	Situte to contact

1.10 COR Audit Registration Complete

Once you click on the **Return to Audit Dashboard** button, you are redirected to your COR Audit Registration page where you can see your audit registrations not submitted as well as any registrations in progress.



ENERGY SAFETY CANADA	AAINING 🖶 R	esources ನ್ಷನ್ standards & program	AS 🎯 COR	NEWS & EV	
ACCESS CODE MANAGEMENT		udit Registration			
ACCOUNT DETAILS CERTIFICATIONS	Welcome to the complete these	e Energy Safety Canada Certificate of Recognitic e steps to initiate the audit process.	on Audit Registratior	n Portal for Large a	ind Small Employers. Please
AUDITOR PORTAL	If you require s CORInfo@Ener	upport in completing the Register an Audit appl gySafetyCanada.com.	lication, please cont	act the call centre	at 1.800.667.5557 ext. 3 or email
	Request Nev	w Audit Registration			
	<u>Audit #</u>	<u>Audit Type</u>	Start Date		
	202300297	Single Audit for Multiple Companies Maintenance	8/2/2023	Finish Registra	tion Cancel Registration
	202300294	Standard Audit Certification	8/2/2023	Finish Registra	tion Cancel Registration
	Audit Regis	strations in Progress			
	<u>Audit #</u>	Audit Type		Start Date	Registration Status
	202300319	Standard Audit Certification		8/8/2023	COR Contact Registered
	202300311	Standard Audit Certification		8/3/2023	Payment Needed



PROCEDURE FOR EMPLOYER INITIATING A MULTI-2.0 **COMPANY AUDIT REGISTRATION**

2.1 Initiating the audit registration process

MY 1. The employer navigates to the energysafeycanada.com website and clicks on the **ACCOUNT** button located on the top right of the screen.



2. Next, the Employer enters their login credentials and password and clicks on the SIGN IN button.

CustomerService@Er	ergySafetyCanada.com			ABOL	IT CAREERS CONTACT	US STORE SIGN IN 🕁	
ENERCY SAFETY CANADA		RESOURCES	ନ୍ଦିର STANDARDS & PROCRAMS	COR	NEWS & EVENTS	MY ACCOUNT	
Home > > My Account						< Share 🚑 Print	
	•	Pa	Jeename Jeename source source source SICN IN Forgot username? Forgot password? Create a new account		-		



1. Once logged in, navigate to the left-hand side menu bar, click on the **AUDITOR PORTAL** menu option. From there, select Large Employer Registration.

	Home » > My Account	
	ACCESS CODE MANAGEMENT	\sim
	ACCOUNT DETAILS	\sim
	CERTIFICATIONS	\sim
\longrightarrow	AUDITOR PORTAL	^
	Small Employer Audit Registration	
	Small Employer Dashboar	rd
	Large Employer Registrat Auditor Dashboard	ion

2. On the COR Audit Registration page, click on Request New Audit Registration button. You are now ready to begin registering your audit.

CustomerService@Ene	rgySafetyCanada.com	ABOUT CAREERS CONTACT US STORE SIGN OUT
ENERCY BAPETY CANADA	ⓒ TRAINING 🗄 RESOURCES 서송 STANDARDS & PROCRAMS	COR IN NEWS & EVENTS MY ACCOUNT Q
ACCESS CODE MANAGEMENT	COR Audit Registration	
ACCOUNT DETAILS	Welcome to the Energy Safety Canada Certificate of Recognition A	udit Registration Portal for Large and Small Employers. Please
AUDITOR PORTAL	If you require support in completing the Register an Audit applicat	ion, please contact the call centre at 1.800.667.5557 ext. 3 or email
ESC DATA GATEWAY	COlonioigit nergysaletyCanada.com.	
INSTRUCTOR AND PROVIDER PORTAL	Request New Audit Registration	
EVALUATOR PORTAL	•	
HSA REGISTRATION	Audit Registrations in Progress	
ASSESSOR PORTAL	Audit# AuditType	Start Date Registration Status
VENDORS		

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2.2 STEP 1 - Entering Audit Details

1. You are now on the Audit Details page. Begin by selecting the audit type from the dropdown menu. If you are unsure of the audit type you are registering, refer to Appendix B -Audit Types.

E N E R G Y S A F E T Y C A N A D A		E RESOURCES	న్దిషి STANDA	ARDS & PROGRAMS	୍ତି COR	NEWS & EV	ENTS MY ACCO	DUNT Q	
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
Audit 'Audit Type	: Details			(None)		~			
*Certificate T	уре			(None) External Auditor fo	or SECOR Certific	ation			
*Audit Start [Date			External Auditor for SECOR Maintenance Limited Scope Action Plan					
*Is this a sing BACK	tle audit covering mul	tiple legal companies	?	On-Site Audit Rev Single Audit for M Single Audit for M Site Specific Audit Site Specific Audit Standard Audit C Standard Audit M Student Maintena Student Qualifica	lew ultiple Companie ultiple Companie t Certification t Maintenance ertification aintenance ince Audit tion	es Certification es Maintenance	NEXT		
				Team Audit Certif Team Audit Certif Team Audit Maint Team Audit Maint Verification Audit Verification Audit	ication ication (Multi-Co enance enance (Multi-Cc Certification Maintenance	npany) mpany)	X	1	

2. Next, select your certificate type from the drop-down menu. If you are unsure of the audit certificate type you are registering for, refer to Appendix C - Audit Certificate Type.



3. Next, enter the approximate audit start date by clicking on the calendar icon and selecting a start date.

E N E R C Y S A F E T Y C A N A D A	O TRAINING	E RESOURCES	న్దిన 5	TAND	ARDS	& PRC	GRAN	15	@R C	OR 🔠 NEWS & EVENTS	
•	Stan 2	Step 2	- Chan)		Ctop			- O	Star 7	-
	Step 2	Step 5	Jup	-7		orch.			Step 0	Step 1	5149.0
Audit	Details										
*Audit Type *Certificate Ty	pe					(None)		~		~	
*Audit Start Da	ate								ä		
*Is this a single	e audit covering mu	Iltiple legal companies?	••••		Au	igust 20	23	•	*		
BACK			30 6	31 7	1 8 15	2 9	3 10	4 11 18	5 12		NEXT
u a			20 27 3	21 28 4	22 29 5	23 30 6	24 31 7	25 1 8	26 2 9		



4. Lastly, select if this is a single audit covering multiple legal companies. If you are unsure of what a legal company is, refer to Appendix A - Definitions.

When completing a single audit on multiple companies, you will need to answer the following questions by entering text into the text fields:

- Describe the organization structure and the relationship between the companies.
- Describe how common management control is exercised. Please list and describe the responsibilities of any key management positions that are shared between the employers.
- Describe and list any common health and safety activities, including whether health and safety personnel are shared between these employers.

NOTE: all questions must be answered to progress to the next stage of registration.

	•	•						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Audit D	etails							
•Audit Type				(None)		*		
 Certificate Type 				(None)	~			
•Audit Start Date								
 Is this a single aud 	dit covering multi	ple legal companie	s?	Yes 🗸				
• Describe the orga companies	 Describe the organization structure and the relationship between the companies 							
				4000 characters	s left Required Field			/
 Describe how con describe the response shared between t 	nmon manageme onsibilities of any he employers	nt control is exerci: key management	sed. Please list and positions that are	ł				
				4000 characters	left Required Field			1
 Please describe a including whethe employers 	nd list any commo r health and safet	on health and safet y personnel are sh	ty activities, ared between thes	se				
				4000 characters	s left Required Field			/

5. When finished, click **NEXT** to move STEP 2 of the audit registration phase.



2.3 STEP 2 - Entering Company Details

Confirm the information including company legal name, street address, city, province, postal code, and phone number that automatically populates is correct. If it is not correct, you will need to contact <u>corinfo@energysafetycanada.com</u> or by calling 1-800-667-5557 ext.3.

Company Profile	
Company Legal Name	ENERGY SAFETY CANADA
Street Address	150 - 2 SMED LANE SE
City	CALGARY
Province	AB
Postal Code	T2C 4T5
Phone	(403) 516-8000
 •Total Number of Employees •Total Number of Sites/Locations The Company Profile must provide context for the audit by outlining Employer's work, Demographics, Geography, Facilities, Vehicle fleet, and Offices 	the nature of the;
Make it specific to the industry code(s) included in the audit. *Company Profile	4000 characters left
BACK	NEXT

- 1. Begin by entering the total number of Employees (this includes all levels, full time, part time, casual, and all shifts)
- 2. Next enter the total number of sites/locations offices etc.
- 3. Lastly, you will need to include a company profile that is specific to the industry code(s) included in your audit and provides context for the audit by outlining the nature of the audit including they type of work, demographics, geography, facilities, vehicle fleet and offices.
- 4. Click **NEXT** to move to STEP 3 of the audit registration phase.

2.4 STEP 3 - Entering Legal Companies

1. When completing a multi-company audit, you will add <u>all</u> legal companies that are part of the audit by clicking on the Add Site button:

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- 2. Begin by entering the following information in the pop-up window:
 - Legal company name (legal entity name registered with WCB)
 - Full Name (of Company President, Director, or Senior Officer)
 - Title
 - Email
 - Province
 - City
 - WCB #
 - Industry Code
 - Shareholders in Common
 - Directors in Common
 - Upload Organizational Chart (pdf, doc, docx, max file size 20MB)
 - Click SAVE after entering each company

(i) 🛛



			×
			<u> </u>
*Legal Company Name	?		
Please provide full name and email of Con	pany President, Director, or Senior Officer		
• Full Name			
• Title			
• Email			
• Province (None)	~		
• City			
•WCB#			
Industry Code			
Shareholders in Common			
Directors in Common			
Organization Chart	Select		
Allowed file f The maximum	rmats are: pdf;doc;docx file size allowed is 20 MB		
		SAVE	
¢			• •

3. Repeat the process above for each company that is included in the audit.

•		•	•	•	•	•	•
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Additiona	l Compani	es					
Additional	l Compani	es		<u>City</u>	Province		
Additional	l Compani <u>/ Name</u> .INC.(GLOBAL ENER	es RGY SERVICES (2011)		<u>City</u> Calgary	Province AB	Edit	
Additional Legal Company 1610635 ALBERTA ESC1	L Compani	ES RGY SERVICES (2011)		<mark>City</mark> Calgary Calgary	Province AB AB	Edit Edit	×
Additional Legal Company 1610635 Alberta ESC1	l Compani <u>/ Name</u> INC.(GLOBAL ENER	ES RGY SERVICES (2011)		<mark>City.</mark> Calgary Calgary	Province AB AB	Edit Edit	× dd Site
Additional Legal Company 1610635 Alberta ESC1	l Compani <u>/ Name</u> INC.(GLOBAL ENER	ES RGY SERVICES (2011)		<mark>City.</mark> Calgary Calgary	Province AB AB	Edit Edit A	× dd Site
Additiona Legal Company 1610635 Alberta ESC1	l Compani / <u>Name</u> INC.(GLOBAL ENER	es XGY SERVICES (2011)		<mark>City</mark> Calgary Calgary	AB AB	Edit Edit	× dd Site

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4. Once all companies have been entered, click **NEXT** to move to STEP 4 of the audit registration phase.

2.5 STEP 4 - Entering Worksite Breakdown and Sampling Details

1. Click the Add New Site button to begin adding worksites in the pop-up window.

0			•		•	•	
ftep 1	Step 2	Step 3	Step 4	Step 5	Shep 6	Step 1	Stop 8
Site	Parent Company		Prov	nce	Employees		
There are no re-	cords.						
There are no re-	cords.					Add	New Site

- Click the Parent Company dropdown and select each company name entered from STEP 3 until all worksite breakdowns and sampling details have been entered for each company.
- Next add the name of your site/location
 - i. NOTE: When entering sites/locations ensure your description is clear (i.e. if you have multiple sites/locations in Calgary for example, ensure you can tell the difference: Calgary Head Office, Calgary Satellite Office, Calgary Shop etc.). This is important as it impacts the auditor when entering the onsite activity data for documentation, interviews and observations.
- Select the applicable province from the dropdown
- Enter the number of workers located at this site/location
- Select the site type from the dropdown:
 - iv. Field
 - v. Fixed
 - vi. Head Office
- Enter the year the last audit was conducted on this site.
- Click **SAVE** after each entry to close the current pop-up window and begin a new one.



		Ů⊓ ×
		^
*Parent Company	(None)	
Site/Location	(None) 1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011)	
Province	ESC1 (None) V	
No. of Workers		
Site Type	(None) 🗸	
Year of Last Audit		
SAVE	-	
		· · ·

4. Repeat this step until all worksites that will be sampled as part of your audit scope are entered and listed here:

	•	•	•	•	•	•	•
Step 1	50ep-2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 6
Head Office Calgary	1610635 A	LIBERTA INC. (GLOBA	ENERGY SERVICES	(2011)	AB	.5	Edit 🗙
Calgary Shop	1610635 A	LBERTA INC. (GLOBA	ENERGY SERVICES	(2011)	AB	5	Edit X

5. Click **NEXT** to move to STEP 5 of the audit registration phase.



2.6 STEP 5 - Selecting an Auditor

2.6.1 Maintenance Audit

If you are in a maintenance year, you may select either an internal or external auditor complete your audit.

1. Begin by typing the name of the auditor in the applicable text box. A list of auto populated names will appear.

AFETY	TRAINI		A STANDA	RDS & PROCRAMS	COR	E NEWS & EVEN	TS MY ACCOUNT
		•	•	•	•	•	•
5	tep 1 Step	3 Ship 3	Step 4	Step 5	Step 8	Ship 7	Step 8
Se	lect Audi	tor					
Pleas	e select the Auditor from type the name of the Au	n the Auditor drop down menu. ditor in the text field. Then sele	If the Auditor nam ct NEXT to continu	e does not appear, selec e with the audit registra	t the "I cannot fin tion.	d the name of the Audib	or* check box,
Note: prior	When an Auditor is man to approving the Audit R	ually entered at the Registratic Registration.	in stage, the Energ	y Salety Canada Safety J	Audits and Certific	ates team will validate y	our Auditor
The E betw	mployer is responsible t ren Employers and Audi	to arrange the Auditor to perfor tors.	m the Audit. Energ	ty Safety Canada does n	ot establish, mana	ge or mediate contract r	elations
Energ and S	y Safety Canada Audito afety Auditor Program t	rs must have met the Certified i o be certified to perform safety	Health and Safety / system audits.	Auditor prequalification	requirements and	have completed the Ce	ntified Health
Extern	nal Auditor						
(Nor	ie)	(
Intern	al Auditor						
(Nor	ie)						
I cann	ot find the name of th	he Auditor 🛛					
-							
	ACK						NEXT

- 2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

E N E R G Y S A F E T Y C A N A D A				Employ	yer COR	En Audit Reg	ergy Safety Canad istration Procedur	a e
ENERGY SAFETY CANADA	O TRAINING	E RESOURCES	n Standas	RDS & PROGRAMS	in cor	🛗 NEWS & EVE		_
•	•	•	•	•	•	•	•	
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Select Please select to then type the Note: When an prior to appro The Employer between Empl Energy Safety and Safety Auto	t Auditor from the A name of the Auditor i n Auditor is manually ving the Audit Registr is responsible to arra loyers and Auditors. Canada Auditors mu ditor Program to be c	Auditor drop down menu In the text field. Then sele entered at the Registrati ration. Inge the Auditor to perform st have met the Certified ertified to perform safety	If the Auditor name of NEXT to continue on stage, the Energy rm the Audit. Energy Health and Safety Au r system audits.	does not appear, sele with the audit registra Safety Canada Safety. Safety Canada does n uditor prequalification	ct the "I cannot fir tion. Audits and Certific ot establish, man: requirements and	id the name of the Aud cates team will validate age or mediate contract d have completed the C	tor" check box, your Auditor t relations ertified Health	
External Audi Internal Audi	tor	0	L					
I cannot find	the name of the Au	ditor 🛛						
*Enter their na	ime	Regul	red field					
BACK							NEXT	

3. Click the **NEXT** button to move to STEP 6 of the audit registration phase.

2.6.2 Certification Audit

If you are in a certification year, you must select an external auditor to complete your audit.

1. Being by typing the name of the auditor in the external auditor text box. A list of auto populated names will appear.

E N E F S A F E C A N A	R G Y E T Y A D A				Employ	er COR /	Ener <u>s</u> Audit Registi	gy Safety Canada ration Procedure
ENERG SAFET CANAD			PRESOURCES	ಸ್ಥೆಸಿ standard	S & PROGRAMS	ER COR	아아 NEWS & EVENT	
	Step 1	Step 2	Sten 3	Step 4	Step 5	Step 6	Step 7	Step 8
	Selecc Please select then type the Note: When a prior to appro The Employee between Emp Energy Safety and Safety Au	t Auditor from the A mame of the Auditor i n Auditor is manually oving the Audit Registr r is responsible to arra oloyers and Auditors. r Canada Auditors mu: iditor Program to be c	Auditor drop down menu. n the text field. Then sele entered at the Registratic ation. Inge the Auditor to perfor st have met the Certified I ertified to perform safety	If the Auditor name do ct NEXT to continue wi on stage, the Energy Sa m the Audit. Energy Sa Health and Safety Audi system audits.	bes not appear, sele th the audit registra fety Canada Safety . afety Canada does n itor prequalification	ct the "I cannot fii ition. Audits and Certifii ot establish, man requirements an	nd the name of the Auditor cates team will validate you age or mediate contract rel d have completed the Certi	" check box, ur Auditor lations ified Health
	External Aud (None) I cannot find BACK	itor the name of the Au	itor 🗆					NEXT

- 2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

E N E R S A F E C A N A	G Y T Y D A				Employ	er COR /	Ener Audit Regist	gy Safety Ca ration Proce	anada edure
E N E R G Y S A F E T Y C A N A D A	ł			ಸ್ಥೆಸಿ STANDARDS 8	PROGRAMS	COR	ESS NEWS & EVENT	S MY ACCOUNT	Q
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
	Select Please select then type the Note: When an prior to appro-	t Auditor from the A name of the Auditor in n Auditor is manually oving the Audit Registr	uditor drop down menu. n the text field. Then sele entered at the Registratic ation.	. If the Auditor name does ct NEXT to continue with t on stage, the Energy Safety	not appear, sele the audit registra y Canada Safety A	ct the "I cannot fin ition. Audits and Certific	d the name of the Auditor ates team will validate yo	" check box, ur Auditor	
	The Employer between Emp Energy Safety and Safety Au	r is responsible to arra oloyers and Auditors. r Canada Auditors mus iditor Program to be co	nge the Auditor to perfor It have met the Certified I rrtified to perform safety	m the Audit. Energy Safet Health and Safety Auditor system audits.	y Canada does n prequalification	ot establish, mana requirements and	ge or mediate contract re have completed the Cert	lations ified Health	
	External Aud	itor the name of the Au	(?) ditor						
	•Enter their na	ame	Requir	red field				NEXT	

3. Click the **NEXT** button to move to STEP 6 of the audit registration phase.

2.7 STEP 6 - Uploading your Organizational Chart

Next you will need to upload a current copy of your organizational chart that includes all positions in the company.

1. Click on Select button and choose the applicable file. NOTE: allowable formats include pdf, doc, and docx. The maximum file size is 20 MB

E N E R G S A F E T C A N A D	Y Y A			Employ	ver COR	Ener Audit Regist	rgy Safety Canada tration Procedure
ENERGY SAFETY CANADA			ASA STANDA	ARDS & PROGRAMS	in the second se	I NEWS & EVENTS	
Step	1 Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	O Step 8
Upload a included •Organizat	current Organization ch in the scope of the audi ion Chart Allow • The n	tization Ch. hart that includes all positions a select sel file formats are: pdf;do naximum file size allowed	art sons in the comp ad should include cdocx s 20 MB	any. If this is a Multi-Co e the total of employees	ompany Audit y for each comp	ou must include all compr any.	ines
BA	СК						NEXT

2. Click on the **NEXT** button to move to STEP 7 of the audit registration phase.

2.8 STEP 7 - Outline of Roles and Responsibilities Declaration

The following Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada's Certificate of Recognition (COR), and Small Employer Certificate of Recognition (SECOR) programs.

- 1. Please review the Outline of Roles and Responsibilities by clicking on the link below.
- 2. Check the "acknowledgement box" to accept the Outline of Roles and Responsibilities and to continue with the audit registration. By selecting the checkbox, you agree to adhere to the Outline of Roles and Responsibilities.
- 3. Click on the **NEXT** button to move to STEP 8 of the audit registration phase.



2.9 STEP 8 - Submitting your Audit Registration

Thank you for Submitting your COR Registration Application

The Employer portion of the audit registration has been sent to your selected auditor to complete the auditor portion of the audit registration process. Your Audit Registration will be submitted to Energy Safety Canada for review and approval once your Auditor has completed the Audit Registration process.

Please note that the registration process may take up to seven (7) business days to process, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team.

Click on **Return to Audit Dashboard** Button to complete the audit registration phase.

ERGY FETY NADA				Employ	er COR	Ener Audit Regist	gy Safety C ration Proc
N E R G Y A F E T Y A N A D A		E RESOURCES	ಸ್ಥಿಸಿ STANDA	RDS & PROGRAMS	ê COR	i NEWS & EVENT	S MY ACCOUNT
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Submi Thank you for S The Employer p Registration will	Submitting your COF ortion of the audit reg I be submitted to Ener	Registration Application	on o your selected aud iew and approval o	litor to complete the au	ditor portion of th	e audit registration proces	ss. Your Audit

2.10 COR Audit Registration Complete

Once you click on the **Return to Audit Dashboard** button, you are redirected to your COR Audit Registration page where you can see your audit registrations in progress as well as any registrations still requiring payment.

ACCESS CODE MANAGEMENT		udit Registration						
ACCOUNT DETAILS	Welcome to the	e Energy Safety Canada Certificate of Recognition A	Audit Registratior	Portal for Large a	ind Small Employers. Please			
CERTIFICATIONS	complete these	complete these steps to initiate the audit process.						
AUDITOR PORTAL	If you require s CORInfo@Ener	If you require support in completing the Register an Audit application, please contact the call centre at 1.800.667.5557 ext. 3 or email CORInfo@EnergySafetyCanada.com.						
ESC DATA GATEWAY								
	Audit Registrations Not Submitted							
	202300297	Single Audit for Multiple Companies Maintenance	8/2/2023	Finish Registra	tion Cancel Registration			
	202300294	Standard Audit Certification	8/2/2023	Finish Registra	tion Cancel Registration			
	Audit Registrations in Progress							
	<u>Audit #</u>	Audit Type		Start Date	Registration Status			
	202300319	Standard Audit Certification		8/8/2023	COR Contact Registered			

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APPENDIX A: DEFINITIONS

The following table outlines common terms and definitions found throughout this procedure.

Term	Definition
External Auditor	An auditor certified through Energy Safety Canada that can complete both internal or external maintenance and certification audits.
Field Site	A worksite located outside. A site where field work is carried out.
Fixed Site	A Fixed Site means a single physical location where business is conducted or where services or industrial operations are performed.
Full Scope Audit	Is a representative sampling of all operations covered under the provincial jurisdiction the employer would like to obtain a COR for.
Head Office Site	The headquarters of an organization as it relates to the jurisdiction being audited.
Internal Auditor	An auditor that has been trained to conduct internal maintenance audits on behalf of the company they work for.
Parent Company	A parent company is a single company that has a controlling interest in another company or companies.
Legal Company Name	The legal name of your company (not operating name). It can be a word name or a numbered name (i.e., 123456 Alberta Ltd.)
Limited Scope Audit	A limited scope audit is when the score of a certification audit falls between 70% - 79% and the employer has eligible corrective actions they can fix and re-audit within an applicable timeframe to reach the passing score of 80%.
	It can also be if a specific element of an audit falls below 50% and the employer has eligible corrective actions they can fix and re- audit within an applicable timeframe to reach the passing score of 50% for that element.



APPENDIX B: AUDIT TYPES

The following table outlines the various audit types you will see in the dropdown menu when registering your audit (1.2 STEP 1 - Entering Audit Details and 2.2 STEP 1 - Entering Audit Details).

Audit Type	Definition
External Auditor for SECOR Certification or Maintenance	A Small employer hires an ESC External auditor to complete the small employer audit for either certification or maintenance of a SECOR.
Limited Scope Action Plan	The action plan that is developed in consultation with the employer following the submission of a failed audit between 70% - 79%.
Limited Scope Final Submission	The re-audit that is completed by an ESC Certified auditor on the areas outlined in the limited scope action plan.
On-Site Audit Review	A governing body-initiated audit or CP initiated audit.
Single Audit for Multiple Companies Certification or Maintenance	An employer that has multiple legal entities commonly owned and chooses to conduct 1 audit on all legal entities to achieve or maintain a COR or SECOR for all entities.
Site Specific Audit Certification or Maintenance	An employer that chooses to audit only a specific site under the legal entity and is not auditing a representative sampling of their WCB account number or industry code. The audit would be for COR Certification or maintenance of that specific site only. This type of audit is not eligible for WCB
	Incentives.
Standard Audit Certification or Maintenance	An employer that audits a representative sampling of employees and worksites that fall under the WCB account number and industry code. The audit would be for COR Certification or maintenance.
Student Maintenance Audit	A student auditor who has just completed the ESC 5 Day Certificated Health & Safety Audit program and is completing their





	practicum audit to count as their qualification auditor for auditor certification as well as to maintain their employers COR.
Student Qualification	A student auditor who has just completed the ESC 5 Day Certificated Health & Safety Audit program and is completing their practicum audit to count as their qualification auditor for auditor certification.
Team Audit Certification or Maintenance	A team of one or more ESC Certified auditors that has been approved to complete a team audit for COR Certification or maintenance.
Team Audit Certification or Maintenance (Multi-Company)	A team of one or more ESC Certified auditors that has been approved to complete a team audit for COR Certification or maintenance for an employer that has more than one entity but are commonly owned.
Verification Audit	A governing body-initiated audit or CP initiated audit.



APPENDIX C: AUDIT CERTIFICATE TYPES

The following table outlines the various certificate types available to both large and small employers (1.2 STEP 1 - Entering Audit Details and 2.2 STEP 1 - Entering Audit Details).

Certificate Type	Definition
1 Year COR	Less than 1 year of safety documentation available.
1 Year SECOR	Less than 1 year of safety documentation available.
6 Month COR	This is an administrative audit where the employer does not have any active fields sites to audit. Not eligible for BC Program
COR	Large employer with 11 or more employees.
SECOR	Small employer with 10 or less employees.