



# FIXED COR DATE

Effective Date: October 5, 2020

Owned by: Juliet Goodwin  
Manager, Safety Audits & Certifications

Approval: 

Approved By: Juliet Goodwin  
Manager, Safety Audits & Certifications

Valid Until: October 5, 2023

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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	August 15, 2019	Melissa Mass	This is the first revision of the Fixed COR Dates Policy. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	October 5, 2020	Juliet Goodwin	Revised to note that BC is not eligible

 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
Carol Hockley	Program Advisor, Safety Audits and Certifications
SA&C Team	Subject Matter Experts (SME)

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## 1.0 ABOUT THIS PROCEDURE

### 1.1 Purpose and Direction

1.1.1 Employers with a COR or employers seeking a COR may submit a request to Energy Safety Canada to have their current COR expiry date fixed, so that it remains within their period of peak operations.<sup>1</sup>

### 1.2 Scope

- Be a regular COR holder in a recertification year
- New COR holder about to conduct their first Certification Audit
- SECOR holders and BC COR Holders are not in scope of this policy

### 1.3 Target Audience

1.3.1 The target audience for this document is all Energy Safety Canada personnel and third parties involved in the COR program any work location. This includes Employers, Auditors and applicable governing bodies.

## 2.0 BACKGROUND

2.1.1 COR audits must be performed when employers have active worksites which are representative of their operations, leaving many employers with a narrow window of opportunity to conduct their annual audits, especially if the operation's activity levels are weather dependent.

- Many of these employers must maintain their COR to bid work and do not want their COR to lapse. To avoid this, they schedule their recertification audits well before their COR expiry dates, to allow time for audit review and issuance of a new COR.
- Over time, this practice will lead to earlier and earlier recertification audits, to the point where some employers have had to schedule their audit before they have active worksites. These employers must then conduct two audits within the same year: the first to obtain a Six-Month COR, and the second to achieve a regular three-year COR when their operations have reached sufficient activity levels.

## 3.0 POLICY

3.1.1 The option to set a fixed COR expiry date allows an employer the opportunity to have their COR expiry date "fixed" in time. Once the date is set, an employer may conduct their recertification audit up to 60 days prior to this date without resetting their expiry date to match the actual audit date. This will allow sufficient time to ensure a new COR can be issued before the current COR expires.

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3.1.2 For employers to be eligible for a fixed certification date they must:

- Be a regular COR holder in a recertification year that have not conducted a certification audit for the year or is registered or submitted a certification audit
- Be a new COR holder about to conduct their first Certification Audit
- Submit the Fixed COR Date Application form in advance of their COR expiry date

3.1.3 Employers who succeed in their application for a fixed certification date will be assigned their existing COR expiry date as their fixed date.

3.1.4 Employers with a fixed certification date must complete their Recertification Audit within the 60 days leading up to their fixed COR date.

3.1.5 Employers, with a fixed certification date that completes their recertification audit after their fixed date, will have their fixed date reassigned to match the last day on site for the recertification audit.

## 4.0 PROCEDURE

4.1 Employers will:

- Submit a completed Fixed COR Date Application

4.2 Energy Safety Canada will:

- Review all applications based on the eligibility criteria.
- Inform Employers in writing if they have been approved or not approved.
- Document all approvals/non approvals and record the new Fixed COR Date when applicable.

4.3 Employers who have been assigned a fixed certification date will:

- Ensure their Recertification Audit is scheduled to be completed within the 60 days leading up to their Fixed Certification Date.

4.4 Auditors completing a recertification audit for an employer with a fixed certification date will:

- Register the audit type as a COR Fixed Date
- Submit an audit with the actual last date on site
- Include in the executive summary, a reference the employer has been approved for a COR Fixed Date and include the actual COR Fixed Date

4.5 Energy Safety Canada will:

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- Confirm the Employer with a Fixed Certification Date has completed their Recertification Audit within the 60-day window before their fixed date.
- If they have, Energy Safety Canada will record the fixed date as the recertification date as well as providing notice within the registration systems of the relevant governing bodies that this has taken place.
- If they have not, Energy Safety Canada will re-assign the fixed date as per the above policy and register this as the recertification date with the governing bodies as required.
  - If the last day on site is earlier than the 60 days, the fixed date will be rolled back into the 60-day window.
  - If the last day on site is later than the fixed date, the fixed date will be reset to the actual last day on site.
  - These re-assigned dates will be documented as the new fixed date for the Employer and the Employer informed of the new date.

## 5.0 REFERENCE DOCUMENTS

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<sup>1</sup> Alberta Government Reference: Standard [3.11 Setting a Fixed COR Date](#)  
SAC-MNL-001 Department Manual