

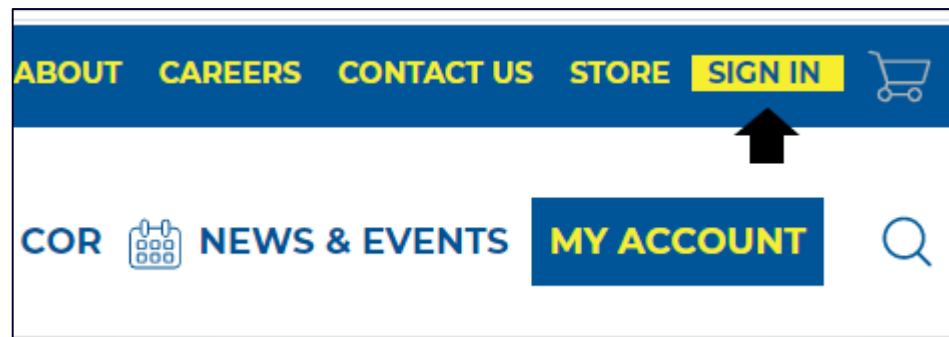
SECOR ONLINE INSTRUCTIONS

SECOR Audit Request



GETTING STARTED

- » Navigate to the Energy Safety Canada website at <https://www.energysafetycanada.com> Click the login button at the top of the web page.



STEP TWO

- » If you already have an account, please Login.

Username

Required

Password

Required

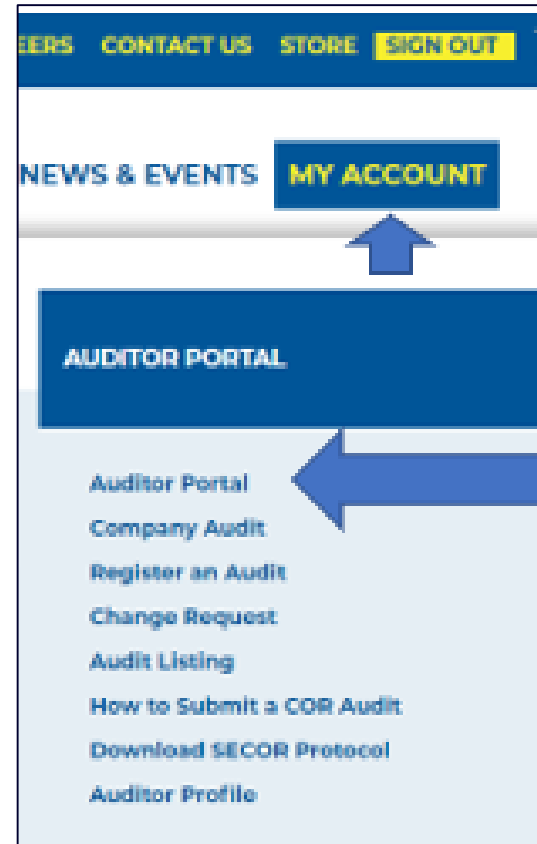
SIGN IN

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

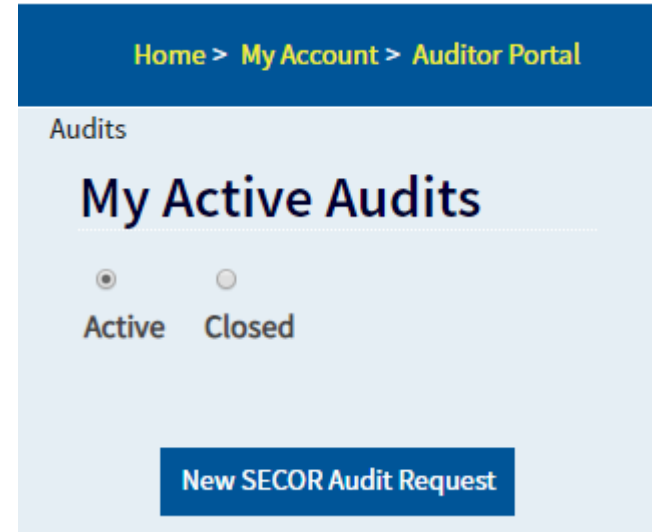
NEW SECOR AUDIT REQUEST

- » Once logged in, hover your cursor over the “My Account” and this menu will appear.
- » Click on Auditor Portal



STEP TWO

- » On the left side of the web page you should see the New SECOR Audit Request blue button to click
- » If you don't see this, please send us an email to assist. Corinfo@energysafetycanada.com



STEP THREE

- » Once you click on the New SECOR Audit Request blue button.
- » It will bring you to this web page.
- » Please note that you will need to prepare and provide an Organizational Chart and a Company Profile
- » Also, please download the Employee Breakdown Form by clicking on the “Click here for download” link
 - Save it to your desktop and complete the form and save it
 - You will need to upload these documents on the next page.

SECOR Audit Request

Documentation Requirements

Step 1

Before you can complete your application to conduct an audit, you are required to prepare an organizational chart and a company profile.

The next step is to download and fully complete the Energy Safety Canada's Employee Breakdown form (found below).

These documents must be prepared and ready for upload in Word or PDF format before continuing with your application.

[click here for download](#)

Audit Registration Details

Company Name: ENERGY SAFETY CANADA

Audit Type *:

STEP FOUR

- » Select these prepared documents and upload them from your computer.

<p>* Organization Chart A current organization chart showing all employees involved in operations including their reporting relationships and titles is required.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="UPLOAD DOCUMENT"/></p>
<p>* Company Profile Provide a brief description of the company and their activities.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="UPLOAD DOCUMENT"/></p>
<p>* Employee and Worksite Breakdown Using the provided template, please provide the employee breakdown for the business unit proposed for audit.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="UPLOAD DOCUMENT"/></p>

STEP FIVE

- » This next step requires you to confirm your eligibility.
- » Review the Outline of Roles and Responsibilities by clicking on that link.
- » Acknowledge that you have read them by clicking the check box.
- » Click the Submit Audit Request button.

SECOR Audit Request

Confirmation of Eligibility

- If you are in Alberta, you have registered your company in the WCB PIR program.
- You have successfully completed Enform's two-day Safety Program Development course or related refresher training (required within 3 years of date of last training).
- You have paid or will pay your Enform fee.
- You are authorized by your company or a principal of your company who has the legal authority to bind your company.
- You have read the Safety Audits and Certifications Outline of Roles and Responsibilities (ORR) document.

I certify that I have read the above requirements for a SECOR audit and hereby request a SECOR audit on behalf of my company.

[Return to Documents](#) [SUBMIT AUDIT REQUEST](#)

STEP EIGHT

- » You will see an on-screen confirmation thanking you for submitting your SECOR Audit Request.
- » We will review your SECOR audit request and you will receive a notification when you can start your audit.
- » For Instructions on audit submission please review the PowerPoint on SECOR Audit Submission

Thank you for your Submission

Your application for a SECOR audit has been received and will be reviewed as soon as possible, normally within 2-4 business days.

If you have not already done so, please make sure that the applicable fees for this year have been paid as this will delay your application.

If you have any questions or concerns, please contact us.

QUESTIONS

If you have any questions, please contact the COR Call Centre at 1.800.667.5557 extension 3 or by email at corinfo@energysafetycanada.com