



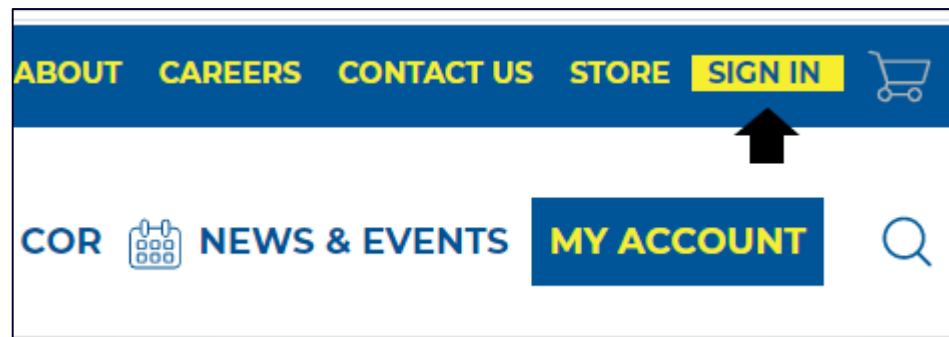
# SECOR ONLINE INSTRUCTIONS

SECOR Audit Submission



# 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 ONE

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

Username

Required

Password

Required

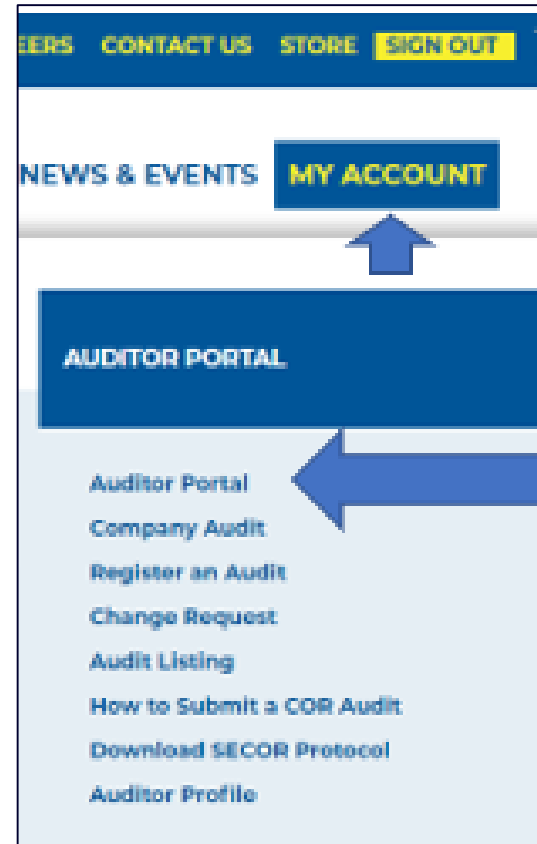
**SIGN IN**

[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 under the My Active Audits your registered Audit. Click on the audit to open the audit submission web page.
- » If you don't see this, please send us an email to assist. [Corinfo@energysafetycanada.com](mailto:Corinfo@energysafetycanada.com)

Audits

## My Active Audits

<input checked="" type="radio"/> Active	<input type="radio"/> Closed
202047348 STANDARD_M 2020-03-19 (REGISTERED)	

# STEP THREE

- » The Audit submission webpage opens and starts with the Audit Summary
- » There is a blue banner “Mandatory Information” that you will need to click on and review.

**Submission Due In**  
**36**  
Days

**ACCOUNT DETAILS** ▾  
**CERTIFICATIONS** ▾  
**AUDITOR PORTAL** ▾

## Audit Summary

ENERGY SAFETY CANADA

Audit ID	Audit Status	Audit Start	Audit End	Scope
202047348	REGISTERED	2020-03-19		<input type="checkbox"/> AB <input type="checkbox"/> BC <input type="checkbox"/> SK <input checked="" type="checkbox"/> Other

Assessor: GOODWIN, JULIET      Cert Type: SECOR

**Mandatory Information (Sign off is required before accessing audit)** >

# STEP FOUR

- » Once you scroll through the mandatory information, near the bottom is a purple acknowledgment box. Click the check box
- » The webpage will refresh and the Acknowledgment box will turn green

Acknowledgement:



I have read the information within this section and agree with all information.

Acknowledgement:



I have read the information within this section and agree with all information.

# STEP FIVE

- » You also have the option of uploading your safety manual if you would like.

**Acknowledgement:**

I have read the information within this section and agree with all information.

**Uploading Safety Manual:**

You have the ability to upload your entire safety manual at this point if you would like. THIS IS NOT REQUIRED. If you chose to upload your manual you do not need to upload individual documents for policy, procedure or process (directive document) questions. You are required to state the page number in your safety manual where the documents can be found for these questions. If you do not your audit will be rejected.

OPTIONAL: UPLOAD MANUAL HERE (Maximum 100 MB)

Document Name	Date	Submitted By
Empty List		

CHOOSE FILE

UPLOAD DOCUMENT



# STEP EIGHT

- » Now it is time to start your audit. Scrolling down a bit you will see this table.
- » Click on Management Involvement and Commitment to start the audit

	Element/Component	Components Updated	Total Documents	Last Update
➤	Pre-Audit Documents	3 / 3	3	2020-03-19
➤	Management Involvement and Commitment	0 / 5	0	2020-03-19
➤	Hazard Identification and Risk Control	0 / 12	0	2020-03-19
➤	Hazard Control	0 / 9	0	2020-03-19
➤	Training	0 / 5	0	2020-03-19
➤	Emergency Response Plan	0 / 6	0	2020-03-19
➤	Incident/Accident Reporting and Investigation	0 / 8	0	2020-03-19
➤	Communications	0 / 7	0	2020-03-19
	Overall Total	3 / 55	3	2020-03-19

# STEP NINE

- This brings you to question one. Read the question and the instructions to understand what is required.

**A.1 H&S Policy**  
(1 of 5)

**Question**

Is there a written health and safety policy that includes; • key 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. • requirement to comply with applicable government regulations and the companies health and safety standards. • signature of the current owner, including date.

**Instructions**

**GUIDANCE:**  
Attach a copy of the health and safety policy that shows that the criteria of the question are included.

*Not applicable (n/a) cannot be applied to this question.*

# STEP NINE CONT'D

- Scroll down a bit and you will see the Assessor notes.
- A lot of questions will have check boxes to guide you.
- You can also add Additional Comments and Save your Notes

**Assessor Notes**

Does the documentation attached verify that there is a written health and safety policy that includes (check all that applies):

Signature of the current owner, including date.

Key safety responsibilities for each level

Reference to company's goals, aims, responsibilities and commitment to health and safety.

Requirements to comply with government regulations and the companies health and safety standards.

Additional Comments:

**SAVE NOTES**

# STEP NINE CONT'D

- Scroll down a bit more and you will See the Documents Submitted area
- This is where you would upload your HSE Policy
- If you have previously uploaded your safety manual you can also put in the page reference.

**Documents Submitted**

Safety Manual Page Reference  **SAVE**

Document Name	Date	Submitted By
Empty List		

**CHOOSE FILE**

**UPLOAD DOCUMENT**

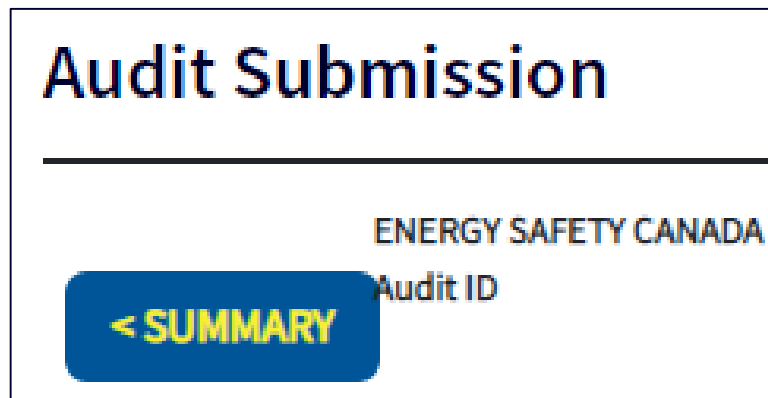
# STEP TEN

- Scroll back up to the top of the webpage and locate the areas to move you to the next question.



# STEP ELEVEN

- Once you have answered all the questions in all the elements and uploaded required documents, scroll up to the top of the webpage and click on the Summary button



# STEP TWELVE

- This brings you back to the Audit Summary Page

Submission Due In

# 36

Days

ACCOUNT DETAILS 

CERTIFICATIONS 

## Audit Summary

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ENERGY SAFETY CANADA

Audit ID	Audit Status	Audit Start	Audit End	Scope
202047348	REGISTERED	2020-03-19		<input type="checkbox"/> AB <input type="checkbox"/> BC <input type="checkbox"/> SK <input checked="" type="checkbox"/> Other

Assessor: GOODWIN, JULIET      Cert Type: SECOR

# STEP THIRTEEN

- Scroll down the web page to the Submission Area.
- You can click on the Summary button to download a copy of your report.
- Then Click the Submit button to submit your audit for review.

## Submission

Summary Report - Click Summary Button to create a summary report of your Audit to Print/Save to your computer

*(Once Audit is submitted you will not be able to come back and get Summary Report)*

When you have completed the assembly of your audit documentation, please click on Submit to begin the submission process.

**SUMMARY**

**SUBMIT**



# STEP FOURTEEN

- This brings you to the Submission page
- Click off the province
- Select the Last date on-site, usually today's date

## SECOR Audit Submission

Company Name: ENERGY SAFETY CANADA  
 Audit Number: 202047348  
 Audit Type: Standard Audit Maintenance  
 Certificate Requested: SECOR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alberta	Northwest Territory	Prince Edward Island
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
British Columbia	Nova Scotia	Quebec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit Scope: Manitoba	Nunavut	Saskatchewan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Brunswick	Ontario	Yukon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Newfoundland - Lab	Other	

Last date on-site:\*

# STEP FIFTEEN

- Scroll down the web page to the Statement of Agreement. Read through it and click the check box
- Click Submit Audit

### Statement of Agreement

I confirm that I have complied with the Small Employer Certificate of Recognition audit protocol currently sanctioned by Enform without additions or deletions thereto, I have conducted myself at all times in a professional manner and in accordance with the Enform SECOR Assessor Code of Ethics. In addition, I have read the Safety Audits and Certifications Outline of Roles and Responsibilities document (found in the Policy and Procedure Manual). As the SECOR assessor, I have used only current Enform audit materials and complied with all of the Enform audit standards, policies and procedures.

I further acknowledge that Enform has the authority to suspend my ability as SECOR assessor to conduct further audits pending a full review by Enform.

I certify that I have read the Enform SECOR Assessor Code of Ethics and have followed this code during the preparation of this audit and am in agreement with and understanding of the Statement of Agreement shown above..

[Cancel](#) [SUBMIT AUDIT TO ENFORM](#)

# STEP SIXTEEN

- You will see the Thank you web page
- Energy Safety Canada will review your audit and get back to you with the results.

## Thank you for your Submission

Thank you for your submission. Your audit information has been received by Enform and closed for review.

Your submitted audit will undergo a quality assurance (QA) review within approximately 2-3 weeks from the date of this notification. Please note that during Enform's peak audit review season (November – January), estimated QA review times may extend slightly beyond the 2-3 week period.

# 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](mailto:corinfo@energysafetycanada.com)