

SECOR News & Tips

Issue 1 | June 2020



We asked what information you'd like to see in a newsletter, and you provided your feedback...thank you! Welcome to the first issue of the biannual SECOR newsletter where you'll find useful news and tips.

Make Sure You're "Refreshed"

All SECOR assessors are required to take a refresher course every three years to maintain their status. The course must be completed before registering an online audit (or sending a binder submission). You can find more details about this requirement in [Section 3.1 of the SECOR Program Standards](#).

Refresher Courses

Currently, you can choose from five refresher courses:

Virtual classroom courses (these take place at pre-scheduled dates and times with an instructor you can interact with):

- » [Hazard Management Virtual Classroom](#)
- » [Incident and Accident Investigation Virtual Classroom](#)
- » [Oilfield Driver Awareness Virtual Classroom](#)

Online courses (complete at your own pace at a time that is convenient for you):

- » [Understanding our Canadian Model](#)
- » [Health and Safety Committees and Representatives](#)

6 Reasons to Use Online Submission

Energy Safety Canada accepts SECOR audits two ways: online or binder submission by mail. Some assessors are more familiar and comfortable with the binder format, but there are some good reasons to go online:

1. Our online SECOR submission tool is user-friendly and easy to navigate.
2. No expensive courier fees or postage costs.
3. Your safety manual can be quickly and easily uploaded using the online SECOR submission tool.
4. No worries about your audit being delayed in the mail and arriving after your certificate has expired.
5. Your audit enters the review queue sooner.
6. You can download your audit report as soon as the audit is complete—no waiting!

And remember, if you require some assistance, we are always here to help. You can reach us at CORInfo@EnergySafetyCanada.com or 1 800 667 5557 ext. 3.

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The SECOR Certificate Cycle

The schedule for SECOR certification is a three-year cycle.

YEAR 1 - Certification Audit

The company must score a at least 50% in each element and achieve an overall minimum score of 80% to pass. A SECOR certificate is then issued with an expiry date three years from the audit end date.

YEARS 2 AND 3 - Maintenance Audits

These audits require a minimum score of 60%. The timing for maintenance audits is based on the month of the expiry date (anniversary date), which can be found on the SECOR certificate. For example, if the expiry date is May 31, 2022, maintenance audits must be completed by May.

Once this process is completed, a new three-year cycle begins with a certification audit. Please note, assessors can complete certification *and* maintenance audits for a company.

How to Retrieve My Online SECOR Audit Report

You've received an email saying you've successfully completed your audit and received a passing score. Now what?

That is your cue to retrieve your Online SECOR Audit Report. Simply follow these steps:

- » Sign into [EnergySafetyCanada.com](https://www.energysafetycanada.com)
- » Click **My Account**
- » Click **Auditor Portal**, left side of page
- » Click **Closed**, located under **My Active Audits** above the Auditor Portal button
- » Click on your 9-digit audit number to download your audit report

We're Here to Help

Energy Safety Canada is available to assist with your Certificate of Recognition needs:

Email: CORInfo@EnergySafetyCanada.com

Phone: 1 800 667 5557 extension 3

COR Customer Support: 403 516 8072

SECOR Customer Support: 403 516 8107

Auditor Support: 403 516 8066