



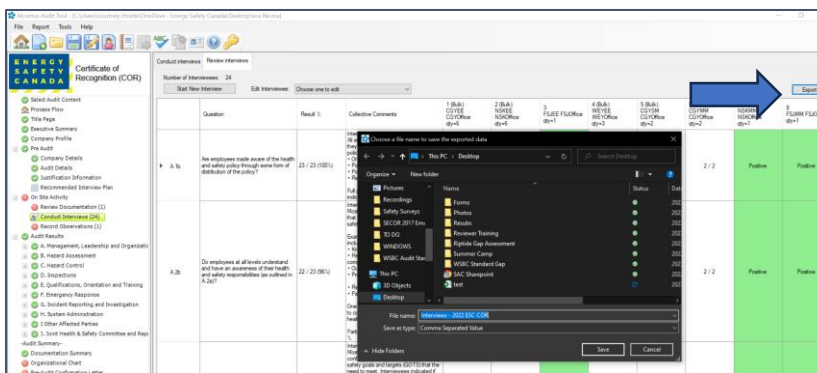
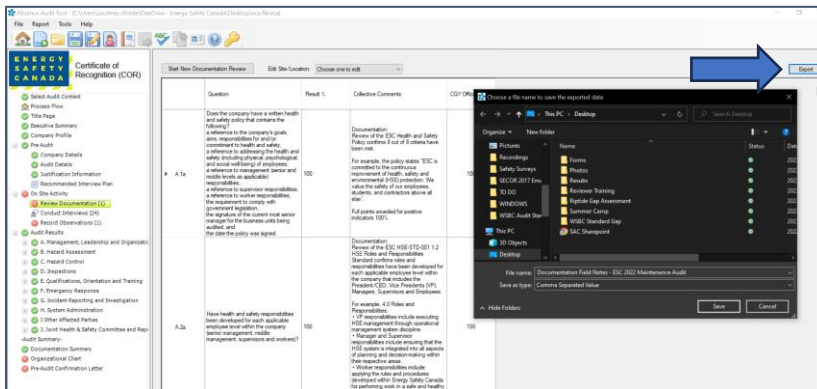
2023 eCompliance Audit Data Export Guideline

On September 29, 2023, Alcumus will be sunsetting the eCompliance Audit Tool. This means that the eCompliance Audit Tool and any associated eCompliance Audit Files with extension .eca. will also not be able to open.

Data Saving of Field Notes

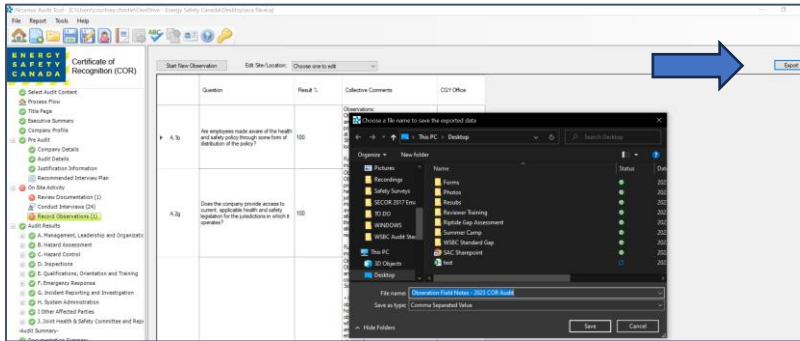
If you wish to save your field notes you can complete the following steps prior to September 29, 2023.

1. Open your audit file and click on Review Documentation, Conduct Interviews, or Record Observations.
2. In the top right corner, select the Export Button
3. Save as type .csv (Comma Separated Values)
4. Name the file “Doc, Int, or Obs Field Notes - Company Name (yr. of audit)”



Sensitivity Level: Public

Current approved documents are maintained online. Printed copies are uncontrolled.



Saving the Audit As a PDF

1. Ensure to save any eCompliance Audit Files as pdfs to ensure you have a permanent copy of the Audit File for future reference if required. Energy Safety Canada keeps audits on file for 4 years.

Contact COR 1.800.667.5557 Option 3

Email Corinfo: Corinfo@EnergySafetyCanada.com

Sensitivity Level: Public

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