




COVID-19 Auditing Guidelines

October 27, 2020

AB Only Audits	BC Only or SK Only Audits (provinces other than AB or BC fall under SK rules)	Combined Province Audits
<p>Remote Documentation Audits only until further notice, options to review documents are:</p> <ul style="list-style-type: none"> • Email • Video or Skype call with key contact • Other remote method that works for employer/auditor <p>*Applies to COR Certification, Recertification and Maintenance audits</p>	<p>BC Audits would need to include all three techniques D, I, O.</p> <p> WSBC has relaxed their minimum sampling requirements, email corinfo@energysafetycanada.com for assistance with sampling. *Approval must be granted prior to the audit.</p> <p>Here are some suggestions for conducting BC audits:</p> <ul style="list-style-type: none"> • Ensure you have the required COVID-19 Safety Plan in place to reduce risk • Remote Documentation reviews or social distancing on site • Telephone or video conference interviews or social distancing on site • Observations must be conducted onsite (with appropriate barriers, physical distancing, and masks as required) (see WSBC July 24 Communication) <p>*SK audits can be either doc. Only or include all techniques D, I, O.</p>	<p>Audit Planning will become critical as well as strong communication with the employer to determine what works for them. Here are some suggestions:</p> <ul style="list-style-type: none"> • Scope of audit for each province outlined by auditor in report • Submission cover letter provides explanation of audit activities for each province. • ESC Reviewer to ensure the provincial requirements are met for each province and apply or maintain for the specific provincial COR.



<p>Suggestions for Planning of audit:</p> <ul style="list-style-type: none"> • Ask for safety manual to review first • Note what records you will need to see from manual • Be specific with what sampling you would like to see • Flexibility in the amount of sampling is as per auditor judgement as some employers' operations will be affected • Book review of records in categories if there is a lot • Could be based on Element - let employer know what you would need 	<p>Suggestions for Planning of audit:</p> <ul style="list-style-type: none"> • Discuss with the employer what their current situation is for activity 	<p>Suggestions for Planning of audit:</p> <ul style="list-style-type: none"> • Discuss with the employer what their current situation is for activity in all provinces covered • Document what was covered for each province in audit report or cover letter
<p>CERTIFICATE ISSUED</p>		
<p>1 YEAR COR = AB Doc Only Audits (new and conducted by an internal) 3 YEAR COR = AB Doc Only Recertification Audits (with 3-year auditing history conducted by an external)</p> <ul style="list-style-type: none"> • WCB PIR Rebates will be issued (Spring 2021) 	<p>3 YEAR COR = BC or SK Audits that include Doc, Int & Obs</p> <ul style="list-style-type: none"> • BC WCB PIR Rebates will be issued (Spring 2021) 	<p>Varies 1YEAR COR - AB (new and conducted by an internal) 3 YEAR COR = AB Doc Only Recertification Audits (with 3-year auditing history conducted by an external) 3 YEAR COR - BC OR SK</p>
<p>OPTIONS</p>		
<p>Other AB Options include:</p> <ol style="list-style-type: none"> 1. Internal Auditors can perform Recertification Audits. For eligibility see Aug 27, 2020 communication 	<p>Other BC Options include:</p> <ol style="list-style-type: none"> 1. If an employer currently does not have fields sites but does have Doc & Int. available, a One Year COR can be requested to WSBC. 	<p>As outlined</p>