

You will notice some changes to the flow and formatting of your SECOR Audit Request and submission steps from previous audits. These changes were made to make the process easier and more consistent.

PART 1 | SECOR AUDIT REQUEST

Login remains the same:

- Go to EnergySafetyCanada.com
- Click on the Sign In button or the My Account tab.

Accessing the Auditor Portal remains the same:

- Click Auditor Portal to open the options.
- Click Register a SECOR Audit OR the “New SECOR Audit Request” at the top of the menu (Figure 1).

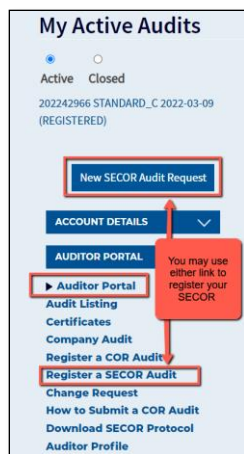


Figure 1-New SECOR Audit Request

SECOR Audit Request - Summary of Changes

- There are additional details on refresher training requirements.
- The entry for the Company Profile is no longer an upload. Instead, text is entered directly into a text box (Figure 2). This information will be stored in the company file and appear each time you audit. It can be edited if there are changes.

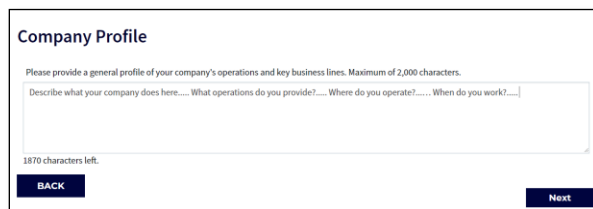
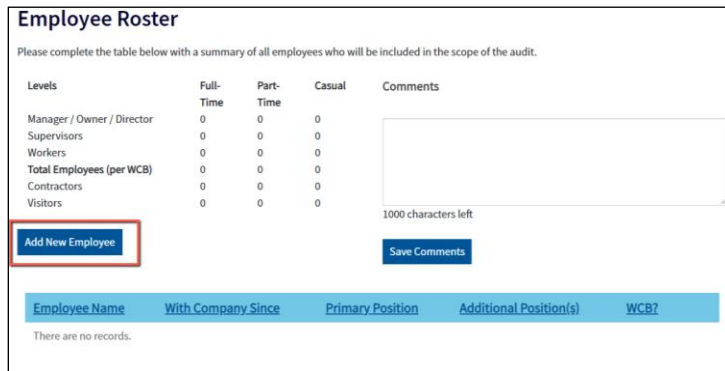


Figure 2-Company Profile Field

Employee Roster

This is new function in the online tool that eliminates the need to upload a form with the information. Ensure all employees are added to the table.



Employee Roster

Please complete the table below with a summary of all employees who will be included in the scope of the audit.

Levels	Full-Time	Part-Time	Casual	Comments
Manager / Owner / Director	0	0	0	
Supervisors	0	0	0	
Workers	0	0	0	
Total Employees (per WCB)	0	0	0	
Contractors	0	0	0	
Visitors	0	0	0	

1000 characters left

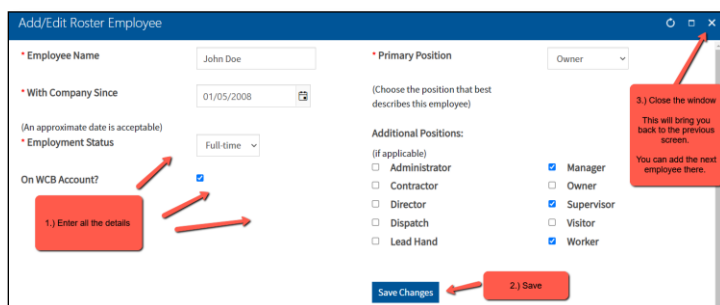
Add New Employee **Save Comments**

Employee Name	With Company Since	Primary Position	Additional Position(s)	WCB?
There are no records.				

Figure 3-Employee Roster

Using the Roster

- To start, click on the Add New Employee button (Figure 3).
- Enter the employee's details (Figure 4).
 - Provide their exact date of hire if it was in the past 12 months. If longer than 12 months ago, provide an estimate.
 - Confirm if the person is covered under the company's WCB account.
 - Only include Additional Positions if different than the Primary Position.
- Click Save Changes.
- To close the window, click the "X" in the corner.



Add/Edit Roster Employee

* Employee Name: John Doe

* With Company Since: 01/05/2008

(An approximate date is acceptable)

* Employment Status: Full-time

On WCB Account?

* Primary Position: Owner

(Choose the position that best describes this employee)

Additional Positions: (if applicable)

Administrator Manager

Contractor Owner

Director Supervisor

Dispatch Visitor

Lead Hand Worker

Save Changes **2) Save**

3) Close the window
This will bring you back to the previous screen. You can add the next employee there.

Figure 4-Using the Roster

Additional Entries:

- Continue to add all employees to the profile by clicking the Add New Employee button.
- New entries are summarized in the table
- You can also edit entries from this screen (Figure 5).

Levels	Full-Time	Part-Time	Casual	Comments
Manager / Owner / Director	0	1	1	
Supervisors	0	1	0	
Workers	1	1	0	
Total Employees (per WCB)	1	1	1	
Contractors	0	0	0	
Visitors	0	0	0	

Employee Name	With Company Since	Primary Position	Additional Position(s)	WCB?
John Doe	1/5/2008 12:00:00 AM	Director	Director,Owner	True
Jane Doe	1/2/2010 12:00:00 AM	Manager	Dispatch,Supervisor,Worker	True
Jack Doe	1/2/2010 12:00:00 AM	Lead Hand	Worker	True
Jill Doe	12/15/2015 12:00:00 AM	Contractor	Administrator	False

Figure 5-Editing Entries

Worksite Breakdown and Sampling Details

This is also new function in the online tool. It allows employers to add worksites and sampling (Figure 6-8) and eliminates the need to upload a form with the information.

SECOR Audit Application

Worksite Breakdown and Sampling Details

Please add a worksite record for all worksites that will be sampled as part of your audit.

Worksites	Type of Work in action	Location	Included?	Employees
There are no records.				

[Add New Worksite](#)

[Back](#) [Next](#)

Figure 6-Adding a Worksite

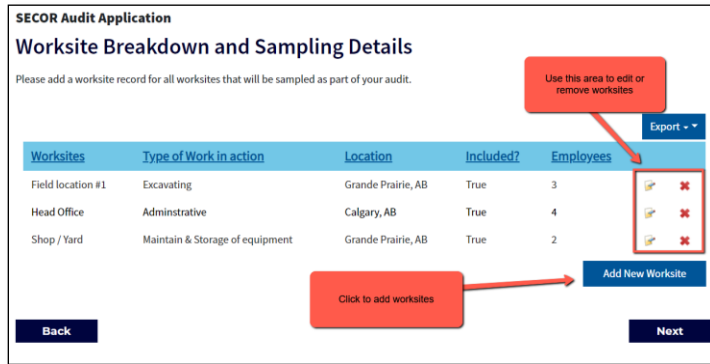


Figure 7-Worksite Breakdown and Sampling Details

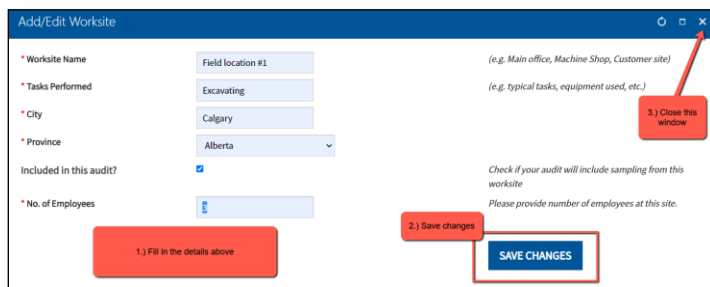


Figure 8-Adding a Worksite

PART 2 | AUDIT SUBMISSION

Access the registered audit by logging into your account and clicking on the Auditor Portal. Under My Active Audits (Figure 9), there is a link to your audit.

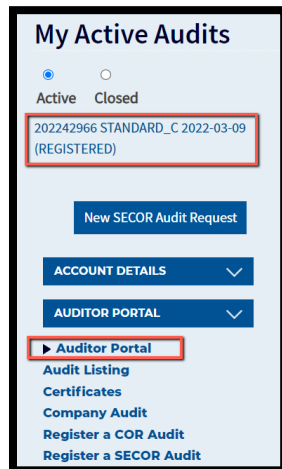


Figure 9-My Active Audits

Audit Submission – Summary of Changes

Some minor formatting changes were made (Figure 10).

NOTE: There were **no changes** to the audit questions or scoring for 2022.

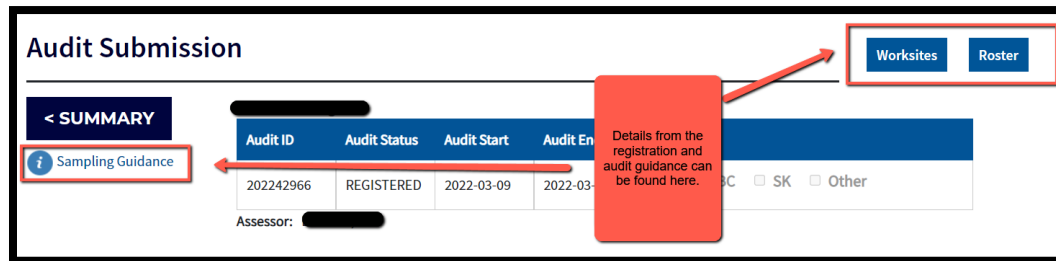


Figure 10-Audit Submission Page

If you require support, please contact us at CORInfo@EnergySafetyCanada.com or 1-800-667-5557 option 3.