



EXTENDING AUDIT SCOPE TO OUT OF PROVINCE TEMPORARY WORK SITES

Effective Date: August 23, 2021

Owned by: Manager,
Safety Audits & Certifications

Approval: *Juliet Goodwin*

Approved By: Manager,
Safety Audits & Certifications

Valid Until: August 23, 2024

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SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	November 14, 2018	Melissa Mass	This is the first revision of the Extending Audit Scope to Out of Province Temporary Work Sites. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	August 23, 2021	Stephen Heinpalu	3 year review

 Requirements changed in the new revision will be identified with a revision triangle beside it.

SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Stephen Heinpalu	Quality Assurance, Safety Audit and Certifications

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

Employers may be eligible to include out of province temporary work sites under the scope of their current audit provided they meet the criteria and are approved by Energy Safety Canada prior to starting the audit.

1.2 Scope

Employers who operate temporary work sites and/or utilize mobile equipment may find themselves moving back and forth over provincial borders. Employers who continue to maintain an administration office presence in one province may opt to include their operations that are temporarily outside of that province in the audit scope to retain these operations under their Certificate or Recognition and/or to ensure their audit is representative of all their operations.

1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

2.0 PROCEDURE

2.1.1 Employers must receive approval from Energy Safety Canada to proceed before conducting their audit.

- [SAC-CFT-049 Application to Extend Audit Scope Out-Of-Province](#)
- Employers may apply in certification or maintenance years
- Approval is valid for the current audit year only

2.1.2 For an employer to be eligible to include out-of-province temporary work sites in their audit scope, they must submit, in writing, an application to Energy Safety Canada. The application must include the following information:

- An audit plan outlining the work sites and interview sampling to be conducted for the current year including any temporary work sites operating out-of-province
- In maintenance years, the employer must include sufficient details of the scope of the last certification audit to allow comparison with proposed audit sampling plan

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- 2.1.3 For approval to conduct an audit that includes out-of-province temporary work sites, an employer must meet the following criteria:
- The employer must maintain an office in the province they are seeking certification but do not have active temporary work sites (including mobile equipment), to sample at the time of the audit
 - In a maintenance year, demonstrate that the current audit will not result in a significantly different audit scope when compared to their original certification audit
- 2.1.4 In maintenance years, Energy Safety Canada will consider the following to determine whether the audit scope described in the application is a significant change from the scope of the original certification audit:
- The change is a normal year-to-year business fluctuation (e.g. expansion or contraction of business), the audit may be approved
 - If the change is a fundamental change of operations, a new certification audit may be required to encompass the revised scope of operations
- 2.1.5 Audits must meet the following criteria for interview and work site sampling:
- The description of operations must include all fixed and temporary work sites (including mobile equipment) included in the current audit scope (whether included in the audit sample or not)
 - Justification of the interview sampling must include a breakdown by level for all employees at the work sites described above, and a corresponding breakdown of the interview sampling
 - Sampling must include a representative sample of fixed work sites, including the administration or head office in the province where COR is being sought.
 - Sampling must include a representative sample of temporary work sites both in and out of the province where COR is being sought
- 2.1.6 Temporary work sites may include such activities as:
- Oilfield drilling
 - Oilfield servicing with mobile equipment
 - Other operations which are temporary and/or utilize mobile equipment
- 2.1.7 Employers approved to include out-of-province work sites in their audit, may be subject to a review by the governing body should fatalities, serious injuries or

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incidents, and/or violations of local occupational health and safety legislation occur on their out-of-province work sites associated with their COR.

- 2.1.8 In the event of a fatality or serious injury on an out-of-province site, the employer must contact Energy Safety Canada within 30 days with the details. Energy Safety Canada will forward this information to the applicable governing body.

3.0 ROLES AND RESPONSIBILITIES

<p>Employer</p>	<ul style="list-style-type: none"> • To submit, in writing, the completed application to Energy Safety Canada to use out-of-province temporary work sites in their audit scope • In maintenance years, the employer must include sufficient details of the scope of the last certification audit to allow comparison with proposed audit sampling plan • Contact Energy Safety Canada within 30 days of a fatality or serious injury on an out-of-province site
<p>Energy Safety Canada</p>	<ul style="list-style-type: none"> • Evaluate the out-of-province application from the employer to confirm they meet the criteria or not • Forward all information regarding fatalities or serious injuries to the applicable governing bodies

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