



EXTENSIONS

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Owned by: Manager,
Safety Audits and Certification Department

Approval: Juliet Goodwin

Approved By: Manager,
Safety Audits and Certification Department

Valid Until: October 13, 2024

Sensitivity Level: Public

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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	July 10, 2019	Melissa Mass	This is the first revision of the Computer Programs - Support training Document
1.1	October 13, 2021	Juliet Goodwin	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

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

The Certificate of Recognition program has many audit and certification processes with associated time frames and deadlines set by the governing bodies. It is the expectation that these timeframes be adhered to by all program stakeholders. However, under extenuating circumstances, extensions to program time frames may be considered.

1.2 Scope

This procedure addresses the conditions under which extensions may be considered by Energy Safety Canada.

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 When extenuating circumstances exist, Energy Safety Canada may lobby the governing bodies for approval to extend the following mandated time frames and deadlines:

- 45 days maximum from start to finish for onsite audit data gathering activities
- 21 days maximum to submit the completed audit report following onsite data gathering activities
- 15 days maximum to resubmit the audit report with corrections to the Energy Safety Canada audit Quality Assurance (QA) process
- 6-month timeframe to submit a Student Certification Audit following the last day of their Certified Health and Safety Auditor Program course
- Expiry of Certificate of Recognition / Small Employer Certificate of Recognition

2.2 To be considered, extension requests must be:

- Made in writing using the approved Energy Safety Canada Audit Timeline Extension Request form, which includes:
 - the extenuating circumstances surrounding the request
 - audit timelines
 - any relevant supporting documentation, if applicable, such as birth or death certificates, or doctor's notes.
- Made prior to the deadline expiring.

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- 2.3 “Extenuating circumstances” are defined as situations in which the Auditor and/or Employer suffers a fatality, serious illness, or injury.
- Short term extensions may be granted in the event a deadline is missed due to serious computer failure or courier error if Auditors are able to provide supporting documentation.
- 2.4 For example, third party receipts for an IT repair, courier receipts, or confirmation from internet service providers may be required.
- Energy Safety Canada will not entertain frivolous requests as auditors and employers must understand the scope of the audit prior to registration. They must ensure adequate resources are in place and that timelines are fully acknowledged and complied with, by all parties for a successful audit
- 2.5 The maximum time allowed for onsite data gathering activities, even with an extension, is 90 days.
- If the onsite data gathering cannot be completed in 90 days, the audit becomes invalid.

3.0 ROLES AND RESPONSIBILITIES

Auditor	<ul style="list-style-type: none"> • Apply for an extension, in writing, <i>prior</i> to the deadline passing • Complete the Energy Safety Canada Audit Timeline Extension Request form • Provide applicable supporting documentation
Energy Safety Canada	<ul style="list-style-type: none"> • Review and document the submitted extension request • Based on submitted information, reaches a decision to support or not support the extension request • Informs auditor and employer of the rationale for not supporting the extension request • When supporting an extension request, forwards the extension request to applicable governing bodies for approval • Informs auditor and employer of the government’s decision regarding the extension request • Monitors and enforces revised due dates for an approved extension

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