




ON SITE AUDIT REVIEW

Effective Date: November 17, 2021

Owned by: Manager,
Safety Audits and Certification

Approval: 

Approved By:
Manager,

Safety Audits and Certifications

Valid Until: November 17, 2024

Sensitivity Level: Public


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

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	January 31, 2019	Melissa Mass	This is the first revision of the On Site Audit Reviews Procedure. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	April 24, 2019	Melissa Mass	Updated to reflect the changes to AB Partnerships to Policy 2.8 OSAR.
1.2	November 17, 2021	Julie Remington	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
Julie Remington	Quality Assurance, Safety Audits and Certifications
Juliet Goodwin	Manager, Safety Audits and Certifications

Sensitivity Level: Public

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



CONTENTS

Summary of Changes	2
Summary of Reviewers	2
1.0 About this Procedure.....	4
1.1 Purpose and Direction	4
1.2 Scope	4
1.3 Target Audience	4
2.0 Procedure.....	4
3.0 Roles & Responsibilities for Procedure.....	8
4.0 Reference Documents.....	9

Sensitivity Level: Public

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

1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

This procedure defines the process of On Site Audit Review (OSAR). An OSAR is conducted to validate the key findings of Energy Safety Canada certified auditors and ensure appropriate audit process was followed.

1.2 Scope

OSARs are intended to validate auditor results and the audit processes. They are not a re-audit of the employer's health and safety management system.

OSARs are completed by either the provincial governing body or by a representative of Energy Safety Canada to verify the work of auditors conducting certification and maintenance audits.

1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes employers, auditors and applicable governing bodies.

2.0 PROCEDURE

2.1 OSAR selection will be based on any of the following criteria:

2.1.1 Where Energy Safety Canada initiates and administrates the OSAR process, a minimum of 10% of the total number of Energy Safety Canada certified external auditors will be subject to an OSAR within a given calendar year. This does not preclude the inclusion of internal auditors in addition to this sample size.

2.1.2 Auditor selection for the OSAR sample shall be based on the following guidelines:

- A mixture of the following:
 - high and low volume auditors
 - new and experienced auditors
 - audits covering a variety of employer sizes
 - audits conducted during different times of the year
 - provincial jurisdiction
 - certification and maintenance audits
- As a part of an investigation arising from concerns about the auditor's work or a complaint from an employer
- An auditor who has recently been recertified following a suspension
- At the request of Energy Safety Canada or the governing body when audit quality issues have been identified or are suspected

2.2 In Alberta, the OSAR process is initiated and administered by the governing body (Partnerships) and, in consultation with Energy Safety Canada, shall select the auditors to be sampled each year.

Sensitivity Level: Public

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

2.2.1 Outside of Alberta, the OSAR process is initiated and administered by Energy Safety Canada.

2.2.2 OSARs should be conducted no more than 120 days, after the last day of onsite activities completed by the auditor.

2.2.3 The OSAR will focus on the following key areas:

- Were interviews conducted on a representative sample of the employer's workforce?
- Were site observations performed at all sites identified in the audit report?
- Did the auditor complete all critical audit steps?
- Does a review of key documentation validate the original auditor's findings?
- Do observations (if applicable) validate the original auditor's findings?

2.3 Employer Requirements

2.3.1 Employers whose audits are selected as a part of the OSAR sample are required to participate in the process.

2.3.2 Energy Safety Canada or the governing body will advise the audited employer (in writing) that their audit was selected for OSAR.

2.3.3 An employer may be required to work with Energy Safety Canada or the governing body to correct any systemic deficiencies identified with their health and safety management system (see subsection 2.7).

2.3.4 Should extenuating circumstances prevent a sampled employer from participating in the process, the employer must provide Energy Safety Canada or the governing body with written justification for their exclusion within seven days of their notification.

2.3.5 If an employer fails to cooperate with the OSAR process their COR may be cancelled by the governing body.

2.4 Alberta Requirements

2.4.1 In Alberta, Partnerships will provide feedback on OSAR results.

2.4.2 OSAR auditors will provide verbal feedback to the employer while on-site.

2.4.3 OSAR auditors will provide the employer with an email summary of the feedback provided in subsection 2.6.1 within 14 days of completion of OSAR data gathering activities (unless section 2.7 is applicable). A copy is provided to Energy Safety Canada to be kept with the auditor's records.

2.4.4 Partnerships will provide OSAR findings to Energy Safety Canada no later than 45 days from the date the OSAR was conducted.

Sensitivity Level: Public

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

- This period will include up to 30 days for OSAR report writing and up to 15 days for quality assurance review by Partnerships.

2.5 OSAR Findings

2.5.1 Energy Safety Canada will provide OSAR findings to the auditor.

- Energy Safety Canada will provide confirmation to Partnerships that the OSAR report was provided to the auditor within 7 days after the report was received from Partnerships.
- Energy Safety Canada will provide OSAR information to WorkSafeBC through summary reports generated annually.

2.5.2 Should the OSAR reveal systemic deficiencies in the employer's Occupational Health and Safety Management System that were not identified by the original auditor, the following actions will be taken:

2.5.3 Energy Safety Canada or the governing body will identify details of the systematic deficiencies identified through the OSAR process in both the verbal summary (subsection 2.6.1) and in the e-mail summary provided to the employer (subsection 2.6.2).

2.5.4 Alberta Partnerships will refer the employer to Energy Safety Canada to assist the employer to correct the deficiencies. Energy Safety Canada must provide confirmation that the employer has been contacted within 30 days of receipt of the report from Partnerships.

2.6 Auditor Discipline

2.6.1 Energy Safety Canada may choose to initiate an investigation based on the number of deficiencies identified during the OSAR.

2.6.2 Where systemic deficiencies are identified with the auditor's performance or processes, Energy Safety Canada may initiate disciplinary action with the auditor.

2.6.3 Energy Safety Canada may also prohibit the auditor from conducting the next certification audit for the employer.

2.6.4 Energy Safety Canada must provide the governing body with details of any follow-up investigations and/or disciplinary actions undertaken with the auditor as a result of an OSAR within 30 days of receipt of the OSAR Report.

2.6.5 If the matter is still in progress at 30 days, an update is required and when concluded, a final report of the actions undertaken must be provided.

2.7 OSAR Auditors

2.7.1 Energy Safety Canada approved OSAR reviewers must meet the following minimum criteria:

Sensitivity Level: Public

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

- Be a certified Energy Safety Canada auditor.
- Sign and abide by the Energy Safety Canada Audit Reviewer Code of Ethics in order to avoid any conflict of interest, and to ensure confidentiality of the process.¹
- Be trained on the OSAR process.

2.8 OSAR Requirements in Other Jurisdictions

2.8.1 In jurisdictions where Energy Safety Canada administrates the OSAR process, OSAR reviewers may be comprised of:

- Qualified Energy Safety Canada staff, or
- Consultant external auditors on behalf of Energy Safety Canada

2.8.2 OSARs are not intended to be a complete re-audit of the employer's health and safety system. They are intended only to validate auditor results and processes.

2.8.3 OSAR Auditors are designed to take no longer than one day on site, however, very large and complex employers may take two days to complete.

2.8.4 An OSAR reviewer may, during the on site component of the review, provide feedback to the employer on their health and safety management system if requested by the employer. This feedback should:

- Avoid criticism of staff or the employer's auditor
- Be offered with the caution that the reviewer has not had the opportunity to engage in a full systems audit

2.9 OSAR Tools & Templates

2.9.1 On site reviews will be completed using Energy Safety Canada's OSAR template.

2.9.2 The OSAR template will include fifteen (15) specific audit questions selected from a pool of possible audit questions.

- Energy Safety Canada may work from either a set list of audit questions or select the specific audit questions on a case-by-case basis prior to each OSAR

Sensitivity Level: Public

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

3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

<p>Governing Body (in jurisdiction where governing body administrates OSAR process)</p>	<ul style="list-style-type: none"> ○ Makes a determination on the number of Energy Safety Canada auditors that will be subject to OSAR and in conjunction with Energy Safety Canada, selects the audits on which the OSAR will be applied ○ Contacts the employer once an audit has been chosen for OSAR ○ Provides the OSAR reviewer with the information required to conduct the OSAR ○ Ensure that there is no conflict of interest between the reviewer and auditor ○ Provides Energy Safety Canada with a copy of the OSAR for follow up purposes with the auditor and employer as required
<p>Energy Safety Canada</p>	<ul style="list-style-type: none"> ○ Provides feedback to the governing body on the suitability of OSAR reviewer candidates ○ Provides timely updates on audits received to facilitate the auditor/audit selection process ○ Provides the names of auditors with possible performance-related issues as part of the auditor selection process ○ Provides the OSAR reviewer with the original audit report upon request ○ Provides the auditor with the OSAR results ○ As required, initiates an investigation when auditor performance issues are identified ○ As required, works with employer to address deficiencies identified with their health and safety management systems ○ Shares relevant OSAR findings with governing bodies
<p>Employers</p>	<ul style="list-style-type: none"> ○ Aids the OSAR reviewer to have all requested documentation available at the time of the review ○ Cooperate with the OSAR process ○ Correct any deficiencies identified in a timely manner as a result of findings in the OSAR process
<p>OSAR Auditor</p>	<ul style="list-style-type: none"> ○ Confirms they are not in a conflict of interest in reviewing the selected auditor ○ Contacts the employer to set a date for the OSAR ○ Requests the original audit report from Energy Safety Canada prior to completing on-site information gathering activities

Sensitivity Level: Public

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



	<ul style="list-style-type: none">○ Performs the on-site review using Energy Safety Canada's OSAR protocol○ Provides the governing body with a completed OSAR report within 30 days of on-site information gathering
--	---

4.0 REFERENCE DOCUMENTS

SAC-CFT-006 Code of Ethics of On Site Audit Reviewer and Declaration

SAC-CFT-012 BC OSAR Report Template

Sensitivity Level: Public

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