

# OSAR Information Guide

FOR COMPANIES SELECTED FOR OSAR

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# About the OSAR Program



Congratulations on the completion of your recent health and safety audit.

As the Certifying Partner (CP) for the Certificate of Recognition (COR) program in Canada's oil and gas industry, one of Energy Safety Canada's (ESC) responsibilities is to conduct on-site audit reviews (OSARs). An OSAR is an important component of ESC's quality assurance (QA) process that confirms companies are receiving thorough and value-added audits of their health and safety management systems.

Your company has been selected for an OSAR. This review is intended to verify the auditor's process, not evaluate the employer's health and safety systems.

This document contains key information regarding the OSAR program. If you have additional questions, contact our COR team at 1-800-667-5557 Ext 3.

## Tips to Prepare for Your OSAR

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- ✓ OSAR reviewer will initiate the process by contacting you. Write down any additional questions.
- ✓ Ensure your audit documents are available and organized.
- ✓ Have a contact person who is familiar with your HSE management system assist the OSAR reviewer.
- ✓ Provide requested documents in a timely manner. The faster we receive the documents, the sooner we can finish the audit. If you are unsure of what documents are needed, reach out to your assigned OSAR reviewer.

## Frequently Asked Questions

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### What is the purpose of OSARs?

On-site audit reviews (OSARs) are conducted to review the work of auditors participating in the Certificate of Recognition (COR) Program. They are designed to verify audit findings and validate that the auditor is adhering to ESC's Auditor Code of Ethics.

### What are OSAR reviewers looking for?

Areas the OSA Reviewer will consider include:

- ✓ Does a review of documentation validate the auditor's findings?
- ✓ Were interviews conducted on a representative sample of the employer's workforce?
- ✓ Is the audit start date recorded in the audit report consistent with the date provided by the employer?

### How long will the OSAR take?

**Virtual OSAR:** The interview with the company takes 30 to 60 minutes. The timing for the rest of the OSAR will depend on how efficiently the company provides requested documents.

**In-Person OSAR:** Typically, OSARs are scheduled for one day and will be arranged by appointment. OSARs are limited reviews of documentation so they minimize business disruption.

### Which CPs participate in the OSAR program?

All CPs are required to participate in the OSAR program.

### Which employers participate in the OSAR program?

Employers with an active COR are required to participate in the OSAR program. Not cooperating with the OSAR process can lead to an employer's COR being cancelled.

### What documentation does the OSAR reviewer require?

The OSAR reviewer is required to review the same health and safety documentation that was made available to the original auditor. It is important that the employer provide the same documents to both parties.

Your assigned OSAR reviewer will contact you with a list of required documents. NOTE: The OSAR audit only includes a sample of the audit questions.

### **Are auditors informed of the results of the OSAR?**

Auditors receive a copy of the OSAR report from ESC, along with any feedback or follow-up that is required.

### **Are employers informed of the results of the OSAR?**

Only gaps to the employer's health and safety management system that were not identified in the audit report will be shared with the employer. The OSAR reviewer is required to discuss these with the employer after the documentation review has taken place and will also provide an email documenting the gaps.

### **Who conducts the OSAR?**

ESC has trained auditors to conduct OSARs. You will be contacted by one if these team members.

### **How are auditors selected for an OSAR?**

Auditors are selected through a process using the following criteria:

- ✓ Size of audit
- ✓ Time of year the audit took place
- ✓ CP/Partnerships recommendation

Auditors may be selected for an OSAR by a CP or Partnerships for several different reasons including questions on the quality of their work, an employer complaint, a newly certified auditor, or an auditor not yet sampled for OSAR. They may also be selected if they were recently re-certified after a period of suspension.

### **What happens if significant deficiencies are identified?**

If OSAR findings show serious errors or omissions, including code of ethics violations, the auditor's CP is required to investigate and take appropriate educational or disciplinary actions. The CP may also prohibit the auditor from conducting the next certification audit for the sampled employer.

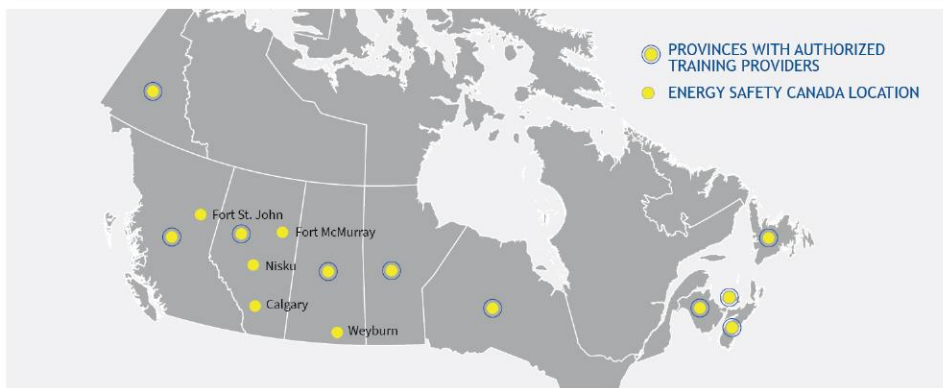
If the OSAR findings identify significant gaps in the employer's health and safety management system, further follow-up will take place with the employer.

# SAFETY DOESN'T CLOCK IN AND IT DOESN'T PUNCH OUT. IT'S 24/7.

## ENERGY SAFETY CANADA'S SERVICES:

- Virtual training
- Safety services
- Company consultations
- Data reports
- Certificate of Recognition

## LOCATED WHERE YOU ARE:



**Phone:**  
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Safety@Energy  
SafetyCanada.com



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