



## CHSA Course Next Steps Information Sheet

Effective Date: April 29, 2022

Owned by: Manager,  
Safety Audits & Certifications

Approval: *Juliet Goodwin*  
Approved By: Manager,  
Safety Audits & Certifications

Valid Until: April 29, 2025

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	April 19, 2019	Juliet Goodwin	New document
1.1	April 19, 2022	Shannon Senga	Annual Review

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Dear Student,

Now that you have successfully completed the 5-day Certified Health and Safety Auditor Course, here are your next steps:

1. Complete the [Pre-Qualification Audit Checklist](#) and the actions outlined in the checklist. Submit the completed checklist to [corino@energysafetycanada.com](mailto:corino@energysafetycanada.com). Once reviewed and approved, you can proceed with audit registration.
2. Register your audit by logging into your account at [energysafetycanada.com](http://energysafetycanada.com). If the Pre-Qualification Audit Checklist has not been completed and submitted then the Audit registration cannot be approved.
3. Once the audit registration has been approved and you received your eC-Audit Tool license key you can start your audit.
  - a. Ensure all sampling requirements are met for interviews and field sites, not sure what your sampling should be? Gives us a call for help. The [sampling criteria](#) can be found on our [website](#) under COR Resources. There are additional tools available under the COR Audit Protocol and COR Resources Tabs.
  - b. Ensure the audit is submitted within 1 year from the last day of your course, and that you follow the 45 days for onsite work and 21 days for report writing. Failure to meet the audit timelines will result in the audit being invalid. No extensions will be allowed.

At anytime prior to or during the audit process you need support please contact Energy Safety Canada at [CORInfo@EnergySafetyCanada.com](mailto:CORInfo@EnergySafetyCanada.com) or call 1.800.667.5557 ext 3.

Good luck on your student audit!

Regards,

Safety Audits and Certifications  
Energy Safety Canada  
1.800.667.5557  
[CORInfo@EnergySafetyCanada.com](mailto:CORInfo@EnergySafetyCanada.com)

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## Appendix A – Pre-Certification Checklist – View Only

Date: Click or tap to enter a date. Auditor Name: Click or tap here to enter text.  
 Auditor ID: Click or tap here to enter text. Auditor Email: Click or tap here to enter text.  
 Type of Auditor: Choose an item. reviewed by: Click or tap here to enter text.  
 (ESC Staff):

**INFORMATION ONLY**

Objective/Outcomes
Objective1: Provide the auditor with requirements for audit report writing and EC Audit Tool Use
Objective2: Provide the auditor with requirements for Auditor Notes, Strengths and Recommendations
Objective3: Provide the auditor with requirements for interviews and observations
Outcomes: Auditor is prepared to conduct and submit audit reports that meet ESC Standards.
Timeframe: All Actions to be completed prior to auditor certification being finalized
Submission: Submit Completed form to <a href="mailto:corinfo@energysafetycanada.com">corinfo@energysafetycanada.com</a>

Action Items
1. Watch the recorded session 'Focused Auditor Training' to understand requirements for interviews and observations
2. Watch the recorded session ' <a href="#">Auditing and Report Writing Information Recorded</a> ' to understand eC-AuditTool use and report writing requirements.
3. Review the <a href="#">SAC-PRO-052 Auditor Notes</a> standard to understand note requirements
4. Review the <a href="#">SAC-PRO-015 COR Audit Quality Assurance Review</a> to understand what is looked for when the audit is submitted for quality assurance review.
5. Review the <a href="#">COVID-19 Auditing Requirements</a> to ensure understanding of auditing during COVID.
6. Review the <a href="#">SAC-GDL-044 CHSA Course Next Steps Guideline</a>

Completion Details				
1. Focused Auditor Training	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
Summary:				
2. Auditing and Report Writing Information Recorded	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
Summary:				
3. SAC-PRO-052 Auditor Notes Procedure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
Summary:				
4. SAC-PRO-015 COR Audit Quality Assurance Review Procedure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
Summary				
5. COVID-19 Auditing Requirements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
Summary				
6. SAC-GDL-044 CHSA Course Next Steps Guideline	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> Click or tap to enter a date.
Summary:				

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