



EMPLOYER COR AUDIT REGISTRATION PROCEDURE

Effective Date: August 24, 2023

Owned by: Manager, Safety Audits & Certifications

Approval: *Juliet Goodwin*

Approved By: Manager, Safety Audits & Certifications

Valid Until: August 24, 2026

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	August 1	Jennifer Koenig	New Document

 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
Jennifer Koenig	Audit Specialist
SA&C Team	Subject Matter Experts (SME)
Juliet Goodwin	Manager, Safety Audits and Certifications

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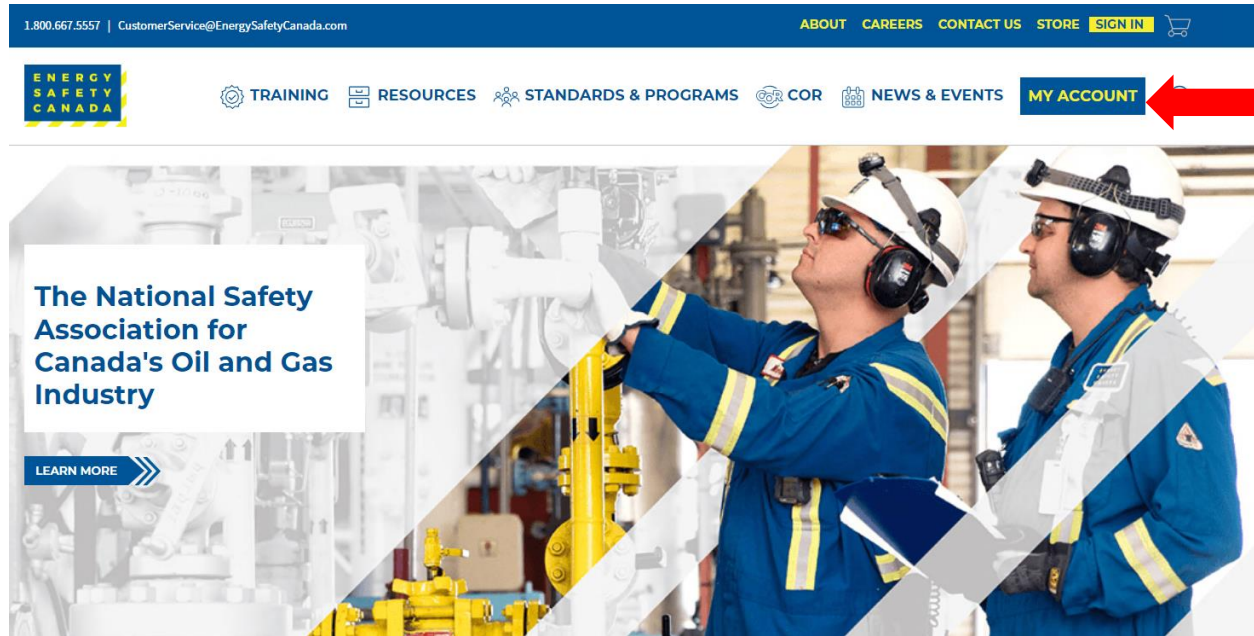
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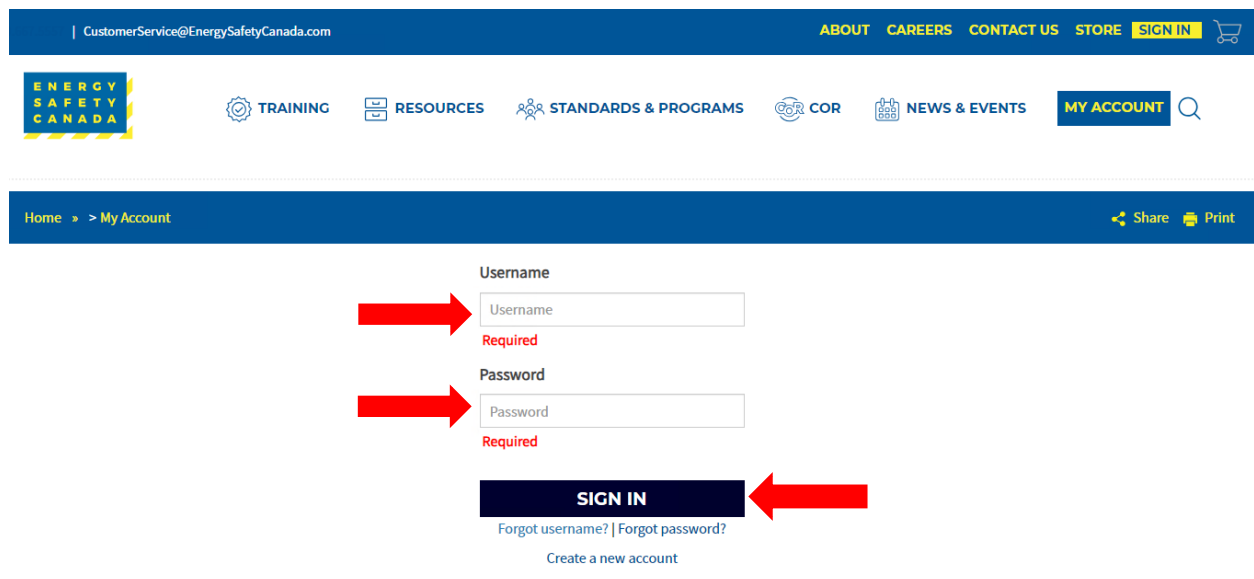
1.0 PROCEDURE FOR EMPLOYER INITIATING A SINGLE COMPANY AUDIT REGISTRATION

1.1 Initiating the audit registration process

1. The employer navigates to the energysafetycanada.com website and clicks on the **MY ACCOUNT** button located on the top right of the screen.



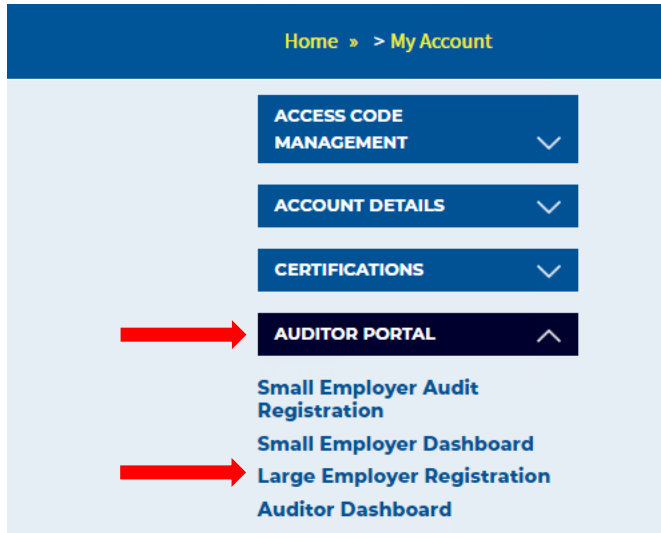
2. Next, the Employer enters their login credentials and password, click on the **SIGN IN** button.



Sensitivity Level: Public

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- Once logged in, navigate to the left-hand side menu bar, click on the **AUDITOR PORTAL** menu option. From there, select Large Employer Registration.



- On the COR Audit Registration page, click on **Request New Audit Registration** button. You are now ready to begin registering your audit.



Sensitivity Level: Public

1.2 STEP 1 - Entering Audit Details

1. You are now on the Audit Details page. Begin by selecting the audit type from the drop-down menu. If you are unsure of the audit type you are registering, refer to Appendix B - Audit Types.

2. Next, select your certificate type from the drop-down menu. If you are unsure of the audit certificate type you are registering for, refer to Appendix C - Audit Certificate Type.

Sensitivity Level: Public

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Audit Details

- *Audit Type: (None)
- *Certificate Type: (None)
- *Audit Start Date:
- *Is this a single audit covering multiple legal companies?

BACK **NEXT**

- Next, enter the approximate audit start date by clicking on the calendar icon and selecting your start date.

Audit Details

- *Audit Type: (None)
- *Certificate Type: (None)
- *Audit Start Date:
- *Is this a single audit covering multiple legal companies?

BACK **NEXT**

August 2023						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

- Lastly, select if this is a single audit covering multiple legal companies. If you are unsure of what a legal company is, refer to Appendix A - Definitions.

Sensitivity Level: Public

The screenshot shows the 'Audit Details' section of the Energy Safety Canada website. At the top, there is a navigation bar with links for TRAINING, RESOURCES, STANDARDS & PROGRAMS, COR, NEWS & EVENTS, and MY ACCOUNT. Below the navigation bar is a progress indicator with eight steps, where Step 1 is currently active. The 'Audit Details' form contains the following fields:

- Audit Type: (None) [dropdown]
- Certificate Type: (None) [dropdown]
- Audit Start Date: [calendar icon]
- Is this a single audit covering multiple legal companies?: (None) [dropdown]

The dropdown menu for the last question is open, showing the following options: (None), No, and Yes. A red arrow points to the 'NEXT' button, and another red arrow points to the 'Yes' option in the dropdown menu.

5. Click **NEXT** to move to STEP 2 of the audit registration phase.

1.3 STEP 2 - Entering Company Details

Confirm the information including company legal name, street address, city, province, postal code, and phone number that automatically populates is correct. If it is not correct, you will need to contact corinfo@energysafetycanada.com or by calling 1-800-667-5557 ext.3

Sensitivity Level: Public

Company Profile

Company Legal Name	ENERGY SAFETY CANADA
Street Address	150 - 2 SMED LANE SE
City	CALGARY
Province	AB
Postal Code	T2C 4T5
Phone	(403) 516-8000

• Total Number of Employees

• Total Number of Sites/Locations

The Company Profile must provide context for the audit by outlining the nature of the:

- Employer's work,
- Demographics,
- Geography,
- Facilities,
- Vehicle fleet, and
- Offices

Make it specific to the industry code(s) included in the audit.

• Company Profile

4000 characters left

BACK
NEXT

1. Begin by entering the total number of Employees (this includes all levels, full time, part time, casual, and all shifts)
2. Next enter the total number of sites/locations offices etc.
3. Lastly, you will need to include a company profile that is specific to the industry code(s) included in your audit and provides context for the audit by outlining the nature of the audit including they type of work, demographics, geography, facilities, vehicle fleet and offices.
4. Click **NEXT** to move to STEP 3 of the audit registration phase.

1.4 STEP 3 - Entering Legal Companies

1. Ensure you see the legal company name you are registering the audit for and confirm the city and province are correct by clicking on the **Edit** button.

Sensitivity Level: Public

Legal Company Name	City	Province	
1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	Calgary	AB	Edit

2. Enter both the WCB # and Industry Code, then click the **SAVE** button to close the pop-up window.

Legal Company Name: 1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))

*Province: Alberta

*City: Calgary

*WCB #:

*Industry Code:

[SAVE](#)

3. Click **NEXT** to move to STEP 4 of the audit registration phase.

Sensitivity Level: Public

Legal Companies

Please review and confirm Legal Company information by selecting the Edit button.
If this is a Multi-Company Audit, use the 'Add Site' button to add all associated Legal Companies to be included in the audit scope.

Legal Company Name	City	Province	
1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	Calgary	AB	Edit

[BACK](#) [NEXT](#)

1.5 STEP 4 - Entering Worksite Breakdown and Sampling Details

1. Click the [Add New Site](#) button to begin adding worksites in the pop-up window.

Worksite Breakdown and Sampling Details

Please add all worksites that will be sampled as part of your audit

Site	Parent Company	Province	Employees
There are no records.			

[Add New Site](#) [BACK](#) [NEXT](#)

- Click the Parent Company dropdown and select the company name entered from STEP 3.
- Next add the name of your site/location

Sensitivity Level: Public

- i. **NOTE:** When entering sites/locations ensure your description is clear (i.e. if you have multiple sites/locations in Calgary for example, ensure you can tell the difference: Calgary Head Office, Calgary Satellite Office, Calgary Shop etc.). This is important as it impacts the auditor when entering the onsite activity data for documentation, interviews and observations.
- Select the applicable province from the dropdown
- Enter the number of workers located at this site/location
- Select the site type from the dropdown:
 - i. Field
 - ii. Fixed
 - iii. Head Office
- Enter the year the last audit was conducted on this site (enter “NEVER” if not previously audited).
- Click **SAVE**

The screenshot shows the registration form with the following fields and annotations:

- Parent Company:** A dropdown menu with "(None)" selected. A red bracket groups this field with the others.
- Site/Location:** A text input field.
- Province:** A dropdown menu with "(None)" selected.
- No. of Workers:** A text input field.
- Site Type:** A dropdown menu with "(None)" selected.
- Year of Last Audit:** A text input field.
- SAVE:** A blue button with a red arrow pointing to it from the left.

Sensitivity Level: Public

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- Repeat this step until all worksites that will be sampled as part of your audit scope are entered and listed here:

Worksite Breakdown and Sampling Details
Please add all worksites that will be sampled as part of your audit

Site	Parent Company	Province	Employees	
Head Office Calgary	1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	AB	5	Edit X
Calgary Shop	1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	AB	5	Edit X

Buttons: Add New Site, BACK, NEXT

- Click **NEXT** to move to STEP 5 of the audit registration phase.

1.6 STEP 5 - Selecting an Auditor

1.6.1 Maintenance Audit

If you are in a maintenance year, you may select either an internal or external auditor to complete your audit.

- Begin by typing the name of the auditor in the applicable text box. A list of auto populated names will appear.

Select Auditor

Please select the Auditor from the Auditor drop down menu. If the Auditor name does not appear, select the "I cannot find the name of the Auditor" check box, then type the name of the Auditor in the text field. Then select NEXT to continue with the audit registration.

Note: When an Auditor is manually entered at the Registration stage, the Energy Safety Canada Safety Audits and Certificates team will validate your Auditor prior to approving the Audit Registration.

The Employer is responsible to arrange the Auditor to perform the Audit. Energy Safety Canada does not establish, manage or mediate contract relations between Employers and Auditors.

Energy Safety Canada Auditors must have met the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to be certified to perform safety system audits.

External Auditor
(None)

Internal Auditor
(None)

I cannot find the name of the Auditor

BACK **NEXT**

2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

Sensitivity Level: Public

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6 Step 7 Step 8

Select Auditor

Please select the Auditor from the Auditor drop down menu. If the Auditor name does not appear, select the "i cannot find the name of the Auditor" check box, then type the name of the Auditor in the text field. Then select NEXT to continue with the audit registration.

Note: When an Auditor is manually entered at the Registration stage, the Energy Safety Canada Safety Audits and Certificates team will validate your Auditor prior to approving the Audit Registration.

The Employer is responsible to arrange the Auditor to perform the Audit. Energy Safety Canada does not establish, manage or mediate contract relations between Employers and Auditors.

Energy Safety Canada Auditors must have met the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to be certified to perform safety system audits.

External Auditor

Internal Auditor

I cannot find the name of the Auditor

*Enter their name

Required field

BACK **NEXT**

3. Click **NEXT** to move to STEP 6 of the audit registration phase.

1.6.2 Certification Audit

If you are in a certification year, you must select an external auditor to complete your audit.

1. Being by typing the name of the auditor in the external auditor text box. A list of auto populated names will appear.

Select Auditor

Please select the Auditor from the Auditor drop down menu. If the Auditor name does not appear, select the "I cannot find the name of the Auditor" check box, then type the name of the Auditor in the text field. Then select NEXT to continue with the audit registration.

Note: When an Auditor is manually entered at the Registration stage, the Energy Safety Canada Safety Audits and Certificates team will validate your Auditor prior to approving the Audit Registration.

The Employer is responsible to arrange the Auditor to perform the Audit. Energy Safety Canada does not establish, manage or mediate contract relations between Employers and Auditors.

Energy Safety Canada Auditors must have met the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to be certified to perform safety system audits.

External Auditor

(None)

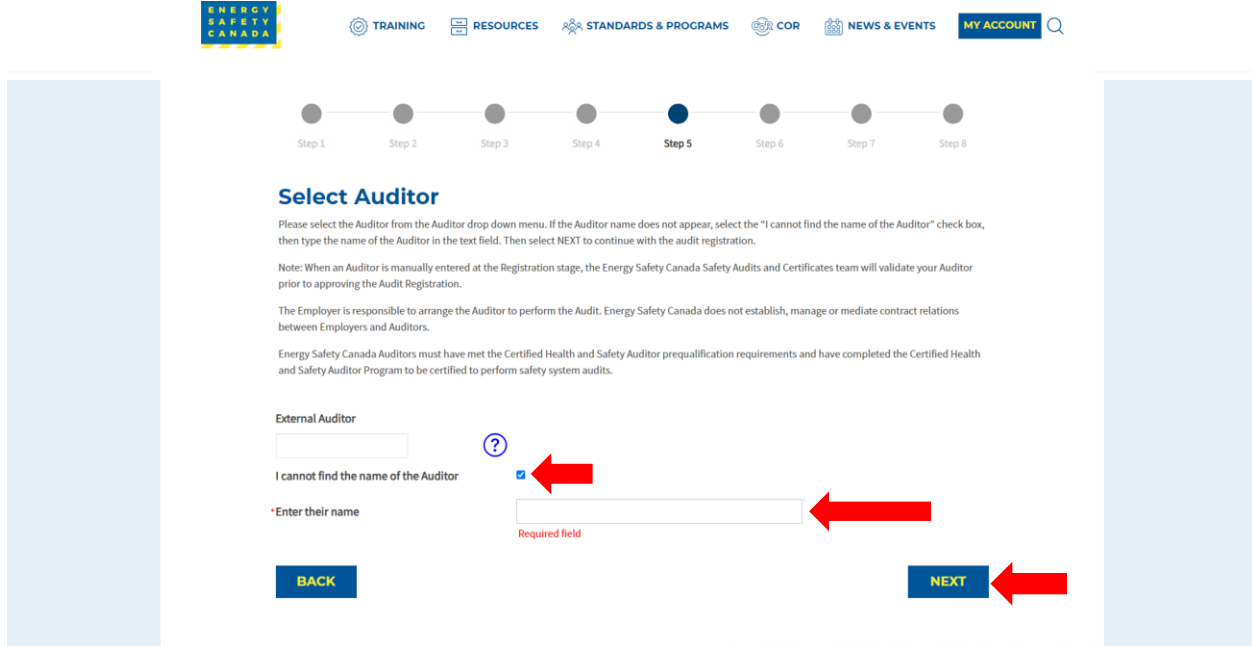
I cannot find the name of the Auditor

BACK **NEXT**

2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

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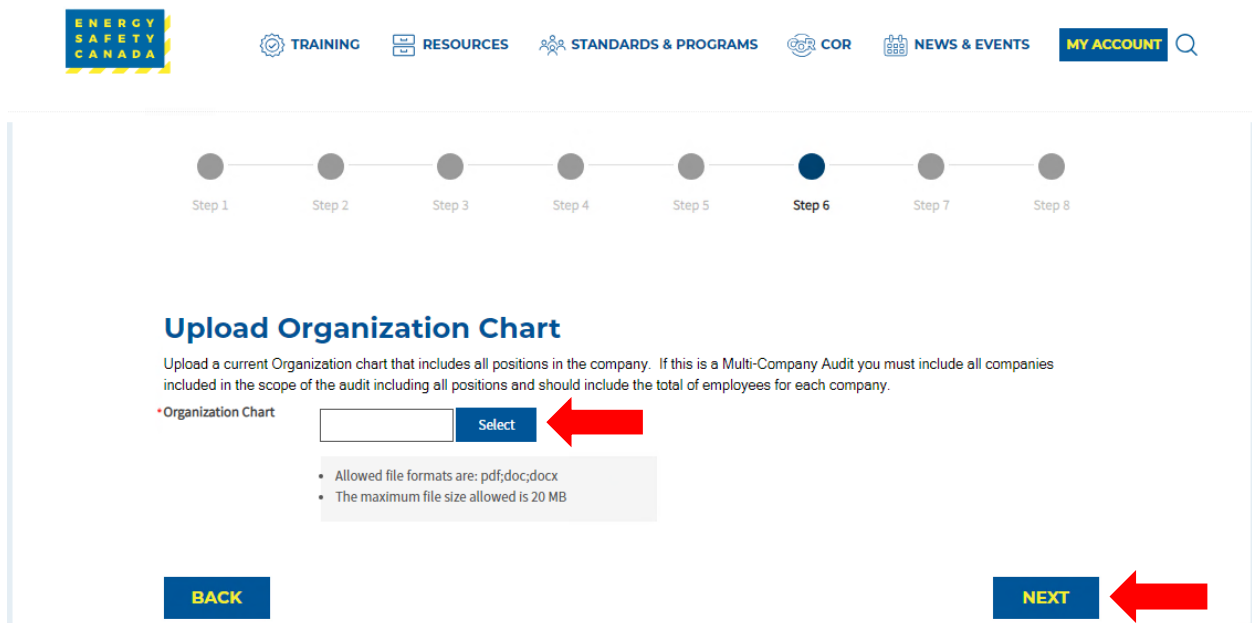


3. Click the **NEXT** button to move to STEP 6 of the audit registration phase.

1.7 STEP 6 - Uploading your Organizational Chart

Next you will need to upload a current copy of your organizational chart that includes all positions in the company.

1. Click on **Select** button and choose the applicable file. NOTE: allowable formats include pdf, doc, and docx. The maximum file size is 20 MB.



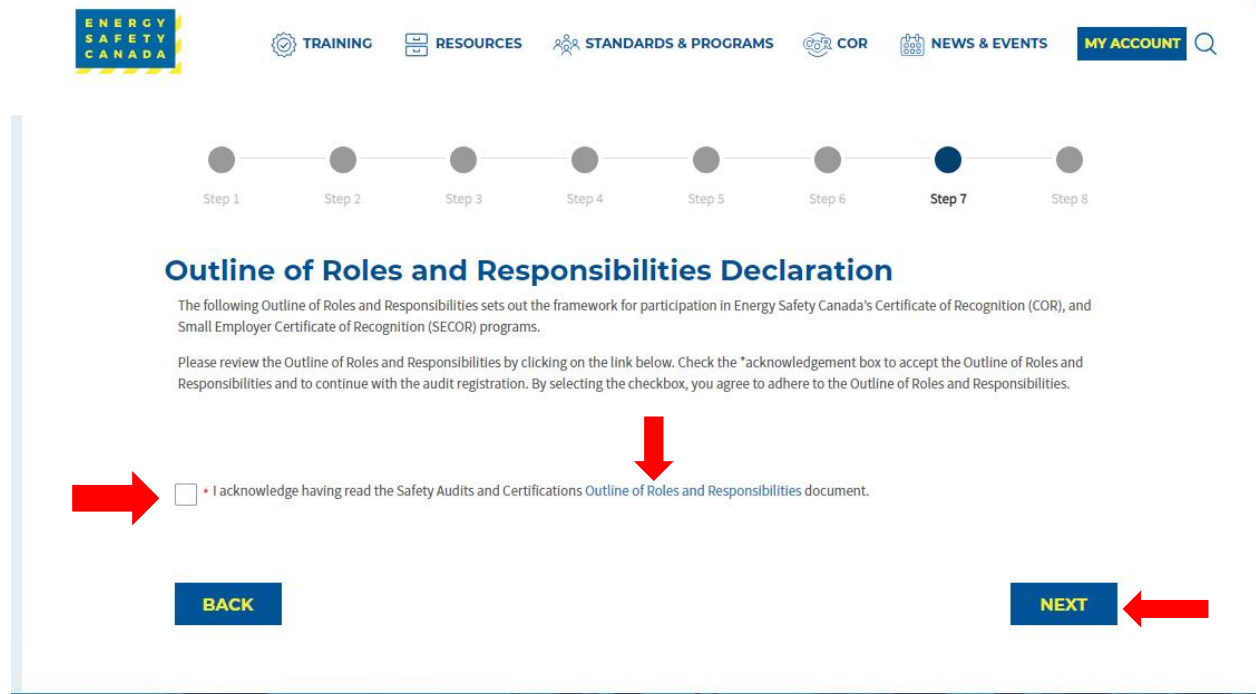
Sensitivity Level: Public

1. Click on the **NEXT** button to move to STEP 7 of the audit registration phase.

1.8 STEP 7 - Outline of Roles and Responsibilities Declaration

The following Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada’s Certificate of Recognition (COR), and Small Employer Certificate of Recognition (SECOR) programs.

1. Please review the Outline of Roles and Responsibilities by clicking on the link below.
2. Check the “acknowledgement box” to accept the Outline of Roles and Responsibilities and to continue with the audit registration. By selecting the checkbox, you agree to adhere to the Outline of Roles and Responsibilities.
3. Click on the **NEXT** button to move to STEP 8 of the audit registration phase.



1.9 STEP 8 - Submitting your Audit Registration

Thank you for Submitting your COR Registration Application

The Employer portion of the audit registration has been sent to your selected auditor to complete the auditor portion of the audit registration process. Your Audit Registration will be submitted to Energy Safety Canada for review and approval once your Auditor has completed the Audit Registration process.

Sensitivity Level: Public

Please note that the registration process may take up to seven (7) business days to process, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team.

Click on **Return to Audit Dashboard** Button to complete the audit registration phase.

ENERGY SAFETY CANADA

TRAINING RESOURCES STANDARDS & PROGRAMS COR NEWS & EVENTS MY ACCOUNT

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

Submit

Thank you for Submitting your COR Registration Application

The Employer portion of the audit registration has been sent to your selected auditor to complete the auditor portion of the audit registration process. Your Audit Registration will be submitted to Energy Safety Canada for review and approval once your Auditor has completed the Audit Registration process.

Please note that the registration process may take up to seven (7) business days to process, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team. ?

RETURN TO AUDIT DASHBOARD

1.10 COR Audit Registration Complete

Once you click on the **Return to Audit Dashboard** button, you are redirected to your COR Audit Registration page where you can see your audit registrations not submitted as well as any registrations in progress.

- [ACCESS CODE MANAGEMENT](#)
- [ACCOUNT DETAILS](#)
- [CERTIFICATIONS](#)
- [AUDITOR PORTAL](#)
- [ESC DATA GATEWAY](#)

COR Audit Registration

Welcome to the Energy Safety Canada Certificate of Recognition Audit Registration Portal for Large and Small Employers. Please complete these steps to initiate the audit process.

If you require support in completing the Register an Audit application, please contact the call centre at 1.800.667.5557 ext. 3 or email CORInfo@EnergySafetyCanada.com.

[Request New Audit Registration](#)

Audit Registrations Not Submitted

Audit #	Audit Type	Start Date		
202300297	Single Audit for Multiple Companies Maintenance	8/2/2023	Finish Registration	Cancel Registration
202300294	Standard Audit Certification	8/2/2023	Finish Registration	Cancel Registration

Audit Registrations in Progress

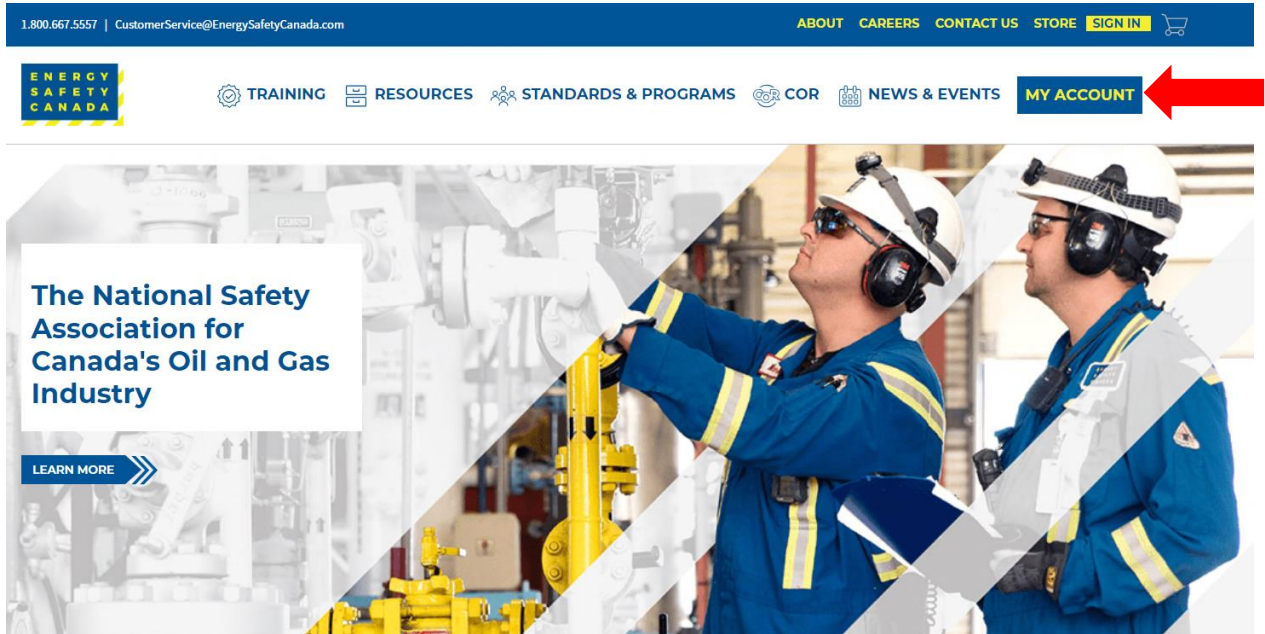
Audit #	Audit Type	Start Date	Registration Status
202300319	Standard Audit Certification	8/8/2023	COR Contact Registered
202300311	Standard Audit Certification	8/3/2023	Payment Needed

Sensitivity Level: Public

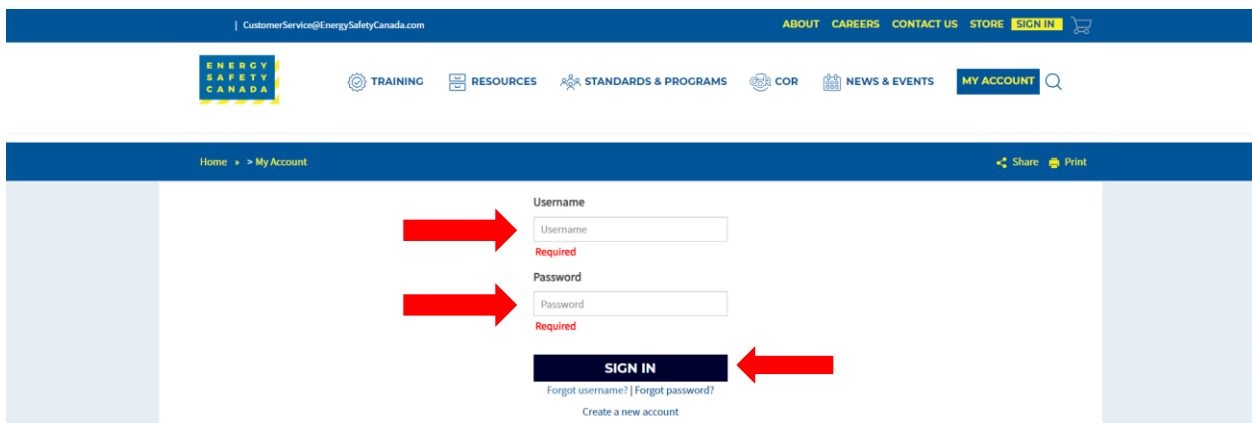
2.0 PROCEDURE FOR EMPLOYER INITIATING A MULTI-COMPANY AUDIT REGISTRATION

2.1 Initiating the audit registration process

1. The employer navigates to the energysafeycanada.com website and clicks on the **MY ACCOUNT** button located on the top right of the screen.

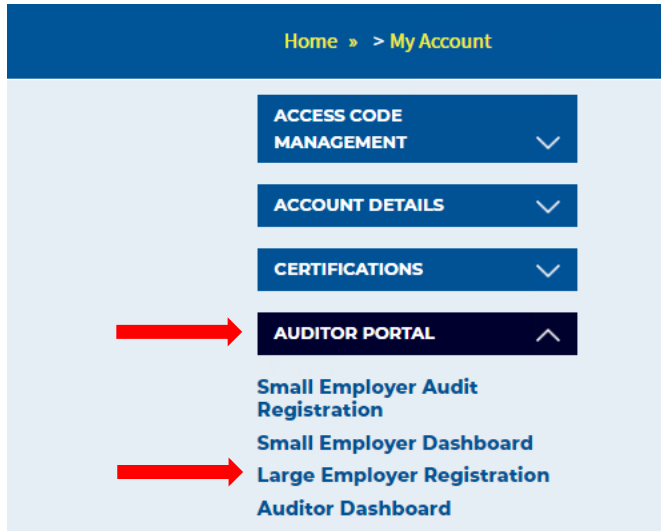


2. Next, the Employer enters their login credentials and password and clicks on the **SIGN IN** button.



Sensitivity Level: Public

1. Once logged in, navigate to the left-hand side menu bar, click on the **AUDITOR PORTAL** menu option. From there, select Large Employer Registration.



2. On the COR Audit Registration page, click on **Request New Audit Registration** button. You are now ready to begin registering your audit.



Sensitivity Level: Public

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2.2 STEP 1 - Entering Audit Details

1. You are now on the Audit Details page. Begin by selecting the audit type from the drop-down menu. If you are unsure of the audit type you are registering, refer to Appendix B - Audit Types.

The screenshot displays the 'Audit Details' page. At the top, there is a navigation bar with the Energy Safety Canada logo and links for TRAINING, RESOURCES, STANDARDS & PROGRAMS, COR, NEWS & EVENTS, and MY ACCOUNT. Below the navigation bar is a progress indicator with 8 steps, where Step 1 is the current step. The main content area is titled 'Audit Details' and contains the following fields:

- *Audit Type (Dropdown menu open, showing options like External Auditor for SECOR Certification, Limited Scope Action Plan, Standard Audit Maintenance, etc.)
- *Certificate Type
- *Audit Start Date
- *Is this a single audit covering multiple legal companies? (Checkbox)

'BACK' and 'NEXT' buttons are located at the bottom of the form area. A red arrow points to the 'Audit Type' dropdown menu.

2. Next, select your certificate type from the drop-down menu. If you are unsure of the audit certificate type you are registering for, refer to Appendix C - Audit Certificate Type.

Sensitivity Level: Public

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3. Next, enter the approximate audit start date by clicking on the calendar icon and selecting a start date.

Sensitivity Level: Public

4. Lastly, select if this is a single audit covering multiple legal companies. If you are unsure of what a legal company is, refer to Appendix A - Definitions.

When completing a single audit on multiple companies, you will need to answer the following questions by entering text into the text fields:

- Describe the organization structure and the relationship between the companies.
- Describe how common management control is exercised. Please list and describe the responsibilities of any key management positions that are shared between the employers.
- Describe and list any common health and safety activities, including whether health and safety personnel are shared between these employers.

NOTE: all questions must be answered to progress to the next stage of registration.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

Audit Details

*Audit Type (None)

*Certificate Type (None)

*Audit Start Date

*Is this a single audit covering multiple legal companies? Yes

*Describe the organization structure and the relationship between the companies
4000 characters left Required Field

*Describe how common management control is exercised. Please list and describe the responsibilities of any key management positions that are shared between the employers
4000 characters left Required Field

*Please describe and list any common health and safety activities, including whether health and safety personnel are shared between these employers
4000 characters left Required Field

BACK NEXT

5. When finished, click **NEXT** to move STEP 2 of the audit registration phase.

Sensitivity Level: Public

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2.3 STEP 2 - Entering Company Details

Confirm the information including company legal name, street address, city, province, postal code, and phone number that automatically populates is correct. If it is not correct, you will need to contact corinfo@energysafetycanada.com or by calling 1-800-667-5557 ext.3.

Company Profile

Company Legal Name	ENERGY SAFETY CANADA
Street Address	150 - 2 SMED LANE SE
City	CALGARY
Province	AB
Postal Code	T2C 4T5
Phone	(403) 516-8000

• Total Number of Employees

• Total Number of Sites/Locations

The Company Profile must provide context for the audit by outlining the nature of the;

- Employer's work,
- Demographics,
- Geography,
- Facilities,
- Vehicle fleet, and
- Offices

Make it specific to the industry code(s) included in the audit.

• Company Profile

4000 characters left

BACK **NEXT**

1. Begin by entering the total number of Employees (this includes all levels, full time, part time, casual, and all shifts)
2. Next enter the total number of sites/locations offices etc.
3. Lastly, you will need to include a company profile that is specific to the industry code(s) included in your audit and provides context for the audit by outlining the nature of the audit including they type of work, demographics, geography, facilities, vehicle fleet and offices.
4. Click **NEXT** to move to STEP 3 of the audit registration phase.

2.4 STEP 3 - Entering Legal Companies

1. When completing a multi-company audit, you will add all legal companies that are part of the audit by clicking on the **Add Site** button:

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Legal Companies

Please review and confirm Legal Company information by selecting the Edit button.
If this is a Multi-Company Audit, use the 'Add Site' button to add all associated Legal Companies to be included in the audit scope.

Additional Companies

Legal Company Name	City	Province	
1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	Calgary	AB	Edit Add Site

[BACK](#)
[NEXT](#)

- Begin by entering the following information in the pop-up window:
 - Legal company name (legal entity name registered with WCB)
 - Full Name (of Company President, Director, or Senior Officer)
 - Title
 - Email
 - Province
 - City
 - WCB #
 - Industry Code
 - Shareholders in Common
 - Directors in Common
 - Upload Organizational Chart (pdf, doc, docx, max file size 20MB)
 - Click **SAVE** after entering each company

Sensitivity Level: Public

* Legal Company Name ?
Please provide full name and email of Company President, Director, or Senior Officer

* Full Name

* Title

* Email

* Province

* City

* WCB #

* Industry Code

* Shareholders in Common

* Directors in Common

* Organization Chart **Select**

- Allowed file formats are: pdf;doc;docx
- The maximum file size allowed is 20 MB

SAVE

3. Repeat the process above for each company that is included in the audit.

Legal Companies

Please review and confirm Legal Company information by selecting the Edit button.
If this is a Multi-Company Audit, use the 'Add Site' button to add all associated Legal Companies to be included in the audit scope.

Additional Companies

Legal Company Name	City	Province	
1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	Calgary	AB	Edit
ESCL	Calgary	AB	Edit ✖

Add Site

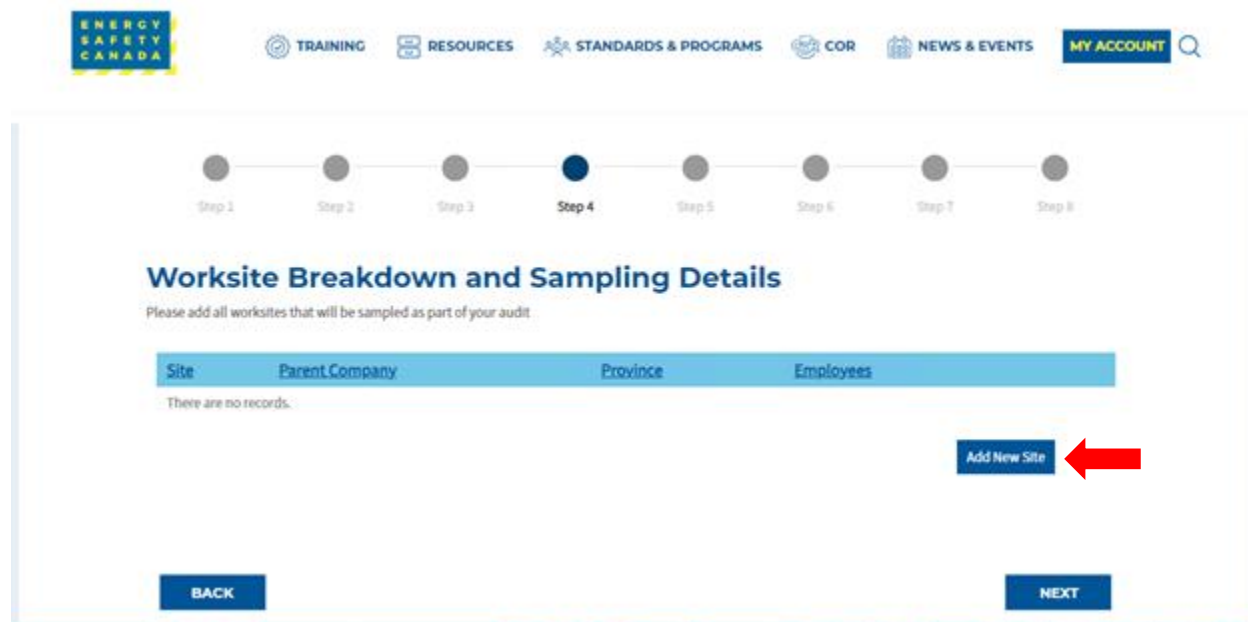
BACK **NEXT**

Sensitivity Level: Public

4. Once all companies have been entered, click **NEXT** to move to STEP 4 of the audit registration phase.

2.5 STEP 4 - Entering Worksite Breakdown and Sampling Details

1. Click the **Add New Site** button to begin adding worksites in the pop-up window.



- Click the Parent Company dropdown and select each company name entered from STEP 3 until all worksite breakdowns and sampling details have been entered for each company.
- Next add the name of your site/location
 - i. **NOTE:** When entering sites/locations ensure your description is clear (i.e. if you have multiple sites/locations in Calgary for example, ensure you can tell the difference: Calgary Head Office, Calgary Satellite Office, Calgary Shop etc.). This is important as it impacts the auditor when entering the onsite activity data for documentation, interviews and observations.
- Select the applicable province from the dropdown
- Enter the number of workers located at this site/location
- Select the site type from the dropdown:
 - iv. Field
 - v. Fixed
 - vi. Head Office
- Enter the year the last audit was conducted on this site.
- Click **SAVE** after each entry to close the current pop-up window and begin a new one.

Sensitivity Level: Public

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

Parent Company: (None)

Site/Location: (None), 1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011)), ESC1

Province: (None)

No. of Workers: []

Site Type: (None)

Year of Last Audit: []

SAVE

4. Repeat this step until all worksites that will be sampled as part of your audit scope are entered and listed here:

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7 Step 8

Worksite Breakdown and Sampling Details

Please add all worksites that will be sampled as part of your audit

Site	Parent Company	Province	Employees		
Head Office Calgary	1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	AB	5	Edit	X
Calgary Shop	1610635 ALBERTA INC.(GLOBAL ENERGY SERVICES (2011))	AB	5	Edit	X

Add New Site

BACK **NEXT**

5. Click **NEXT** to move to STEP 5 of the audit registration phase.

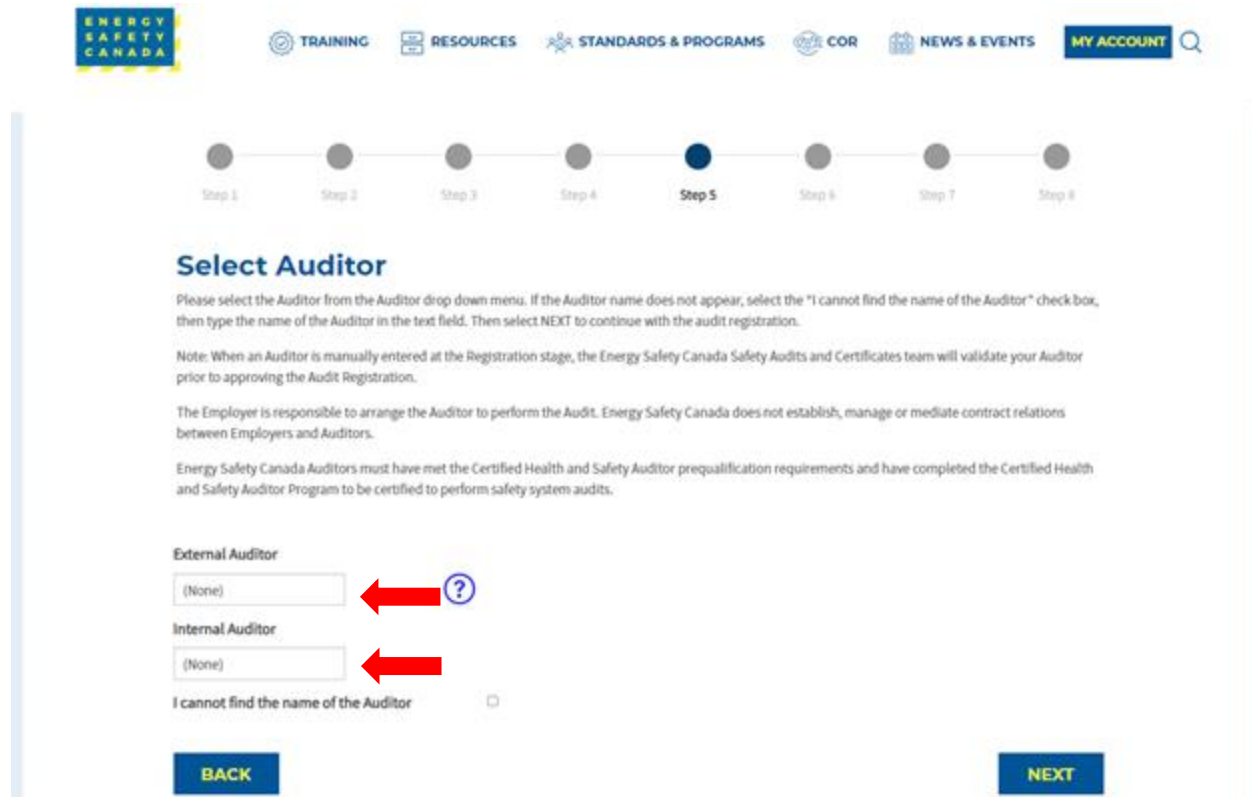
Sensitivity Level: Public

2.6 STEP 5 - Selecting an Auditor

2.6.1 Maintenance Audit

If you are in a maintenance year, you may select either an internal or external auditor complete your audit.

1. Begin by typing the name of the auditor in the applicable text box. A list of auto populated names will appear.





Select Auditor


Please select the Auditor from the Auditor drop down menu. If the Auditor name does not appear, select the "I cannot find the name of the Auditor" check box, then type the name of the Auditor in the text field. Then select NEXT to continue with the audit registration.

Note: When an Auditor is manually entered at the Registration stage, the Energy Safety Canada Safety Audits and Certificates team will validate your Auditor prior to approving the Audit Registration.

The Employer is responsible to arrange the Auditor to perform the Audit. Energy Safety Canada does not establish, manage or mediate contract relations between Employers and Auditors.

Energy Safety Canada Auditors must have met the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to be certified to perform safety system audits.

External Auditor
  

Internal Auditor
 

I cannot find the name of the Auditor

BACK **NEXT**

2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

Sensitivity Level: Public

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

Select Auditor

Please select the Auditor from the Auditor drop down menu. If the Auditor name does not appear, select the "I cannot find the name of the Auditor" check box, then type the name of the Auditor in the text field. Then select NEXT to continue with the audit registration.

Note: When an Auditor is manually entered at the Registration stage, the Energy Safety Canada Safety Audits and Certificates team will validate your Auditor prior to approving the Audit Registration.

The Employer is responsible to arrange the Auditor to perform the Audit. Energy Safety Canada does not establish, manage or mediate contract relations between Employers and Auditors.

Energy Safety Canada Auditors must have met the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to be certified to perform safety system audits.

External Auditor

Internal Auditor

I cannot find the name of the Auditor

*Enter their name

BACK **NEXT**

3. Click the **NEXT** button to move to STEP 6 of the audit registration phase.

2.6.2 Certification Audit

If you are in a certification year, you must select an external auditor to complete your audit.

1. Being by typing the name of the auditor in the external auditor text box. A list of auto populated names will appear.

2. If the name of the auditor you are looking for does not appear, click on the I cannot find the name of the Auditor check box. A text field will appear where you can manually enter the name of the auditor you are wanting to conduct your audit. Energy Safety Canada will confirm if the auditor is certified or not.
 - If the auditor you selected is a certified external auditor for Energy Safety Canada, an email notifying the auditor they have been selected to complete your audit will be sent.
 - If the auditor you selected is NOT a certified external auditor for Energy Safety Canada, you will receive notification indicating you need to select a different auditor to conduct your audit.

Sensitivity Level: Public

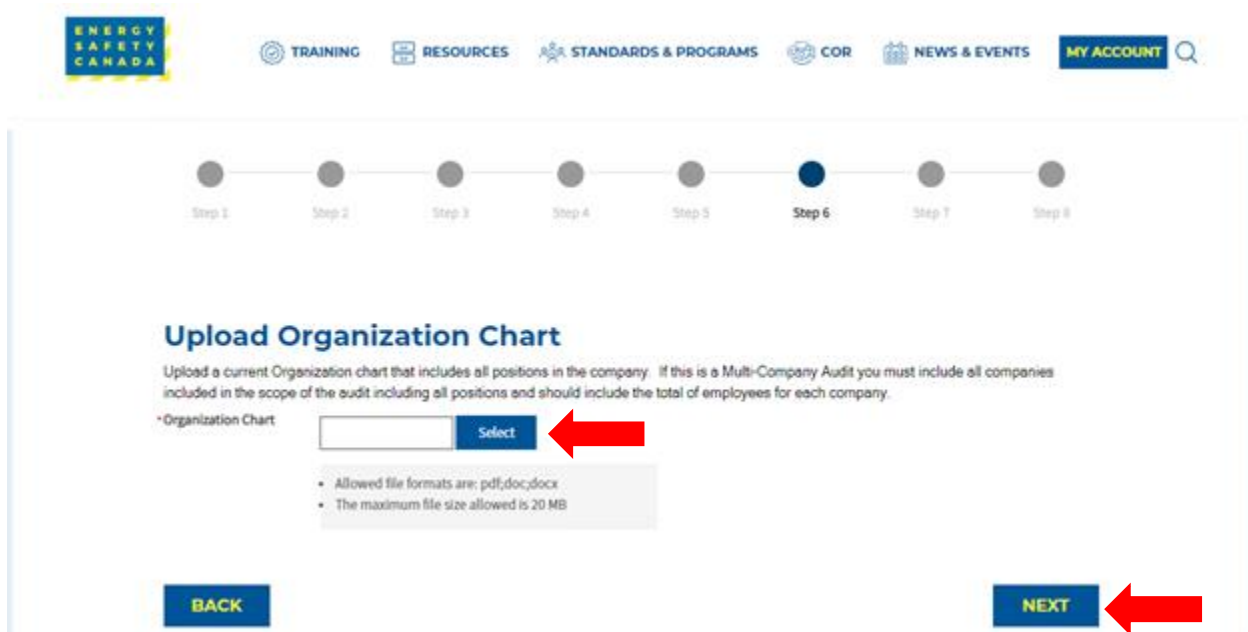
Current approved documents are maintained online. Printed copies are uncontrolled.

3. Click the **NEXT** button to move to STEP 6 of the audit registration phase.

2.7 STEP 6 - Uploading your Organizational Chart

Next you will need to upload a current copy of your organizational chart that includes all positions in the company.

1. Click on **Select** button and choose the applicable file. NOTE: allowable formats include pdf, doc, and docx. The maximum file size is 20 MB



2. Click on the **NEXT** button to move to STEP 7 of the audit registration phase.

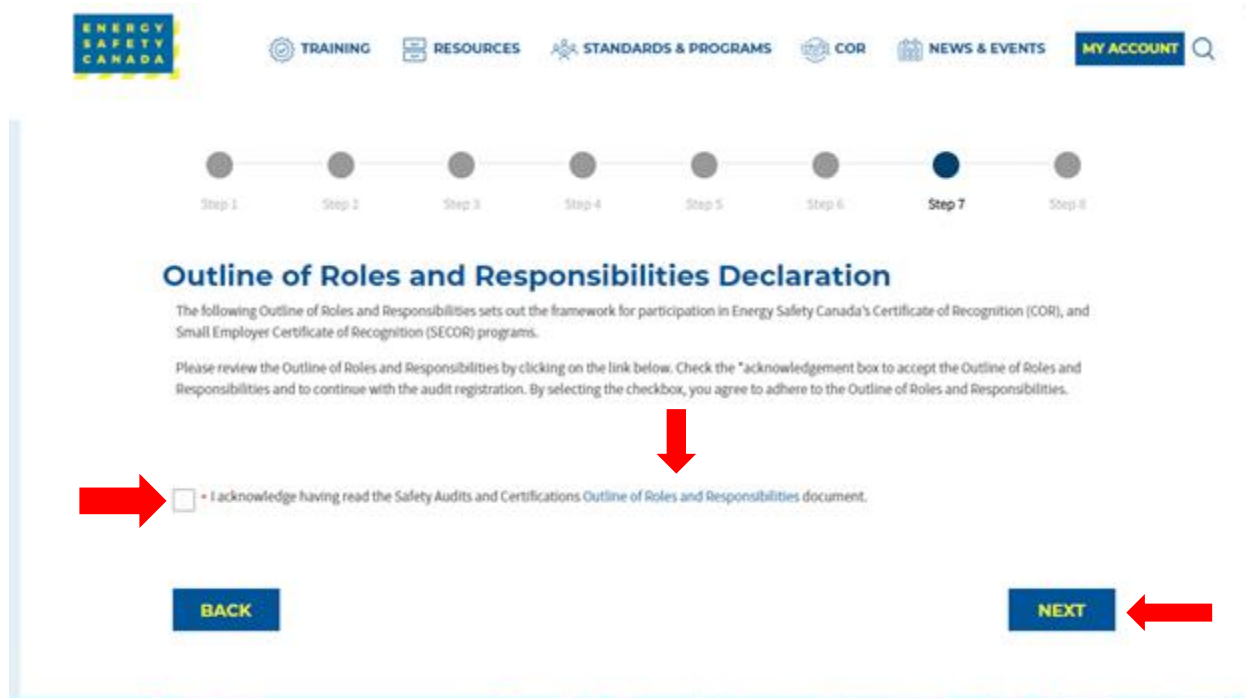
2.8 STEP 7 - Outline of Roles and Responsibilities Declaration

The following Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada’s Certificate of Recognition (COR), and Small Employer Certificate of Recognition (SECOR) programs.

1. Please review the Outline of Roles and Responsibilities by clicking on the link below.
2. Check the “acknowledgement box” to accept the Outline of Roles and Responsibilities and to continue with the audit registration. By selecting the checkbox, you agree to adhere to the Outline of Roles and Responsibilities.
3. Click on the **NEXT** button to move to STEP 8 of the audit registration phase.

Sensitivity Level: Public

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2.9 STEP 8 - Submitting your Audit Registration

Thank you for Submitting your COR Registration Application

The Employer portion of the audit registration has been sent to your selected auditor to complete the auditor portion of the audit registration process. Your Audit Registration will be submitted to Energy Safety Canada for review and approval once your Auditor has completed the Audit Registration process.

Please note that the registration process may take up to seven (7) business days to process, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team.

Click on [Return to Audit Dashboard](#) Button to complete the audit registration phase.

Sensitivity Level: Public

Submit

Thank you for Submitting your COR Registration Application

The Employer portion of the audit registration has been sent to your selected auditor to complete the auditor portion of the audit registration process. Your Audit Registration will be submitted to Energy Safety Canada for review and approval once your Auditor has completed the Audit Registration process.

Please note that the registration process may take up to seven (7) business days to process, as we prioritize accuracy and attention to detail. We appreciate your patience, and you can expect further communication from us once the registration is complete. If you have any urgent inquiries, please don't hesitate to contact our support team. [?](#)

[RETURN TO AUDIT DASHBOARD](#)

2.10 COR Audit Registration Complete

Once you click on the [Return to Audit Dashboard](#) button, you are redirected to your COR Audit Registration page where you can see your audit registrations in progress as well as any registrations still requiring payment.

ACCESS CODE MANAGEMENT

ACCOUNT DETAILS

CERTIFICATIONS

AUDITOR PORTAL

ESC DATA GATEWAY

COR Audit Registration

Welcome to the Energy Safety Canada Certificate of Recognition Audit Registration Portal for Large and Small Employers. Please complete these steps to initiate the audit process.

If you require support in completing the Register an Audit application, please contact the call centre at 1.800.667.5557 ext. 3 or email CORInfo@EnergySafetyCanada.com.

[Request New Audit Registration](#)

Audit Registrations Not Submitted

Audit #	Audit Type	Start Date	Finish Registration	Cancel Registration
202300297	Single Audit for Multiple Companies Maintenance	8/2/2023	Finish Registration	Cancel Registration
202300294	Standard Audit Certification	8/2/2023	Finish Registration	Cancel Registration

Audit Registrations in Progress

Audit #	Audit Type	Start Date	Registration Status
202300319	Standard Audit Certification	8/8/2023	COR Contact Registered

Sensitivity Level: Public

APPENDIX A: DEFINITIONS

The following table outlines common terms and definitions found throughout this procedure.

Term	Definition
External Auditor	An auditor certified through Energy Safety Canada that can complete both internal or external maintenance and certification audits.
Field Site	A worksite located outside. A site where field work is carried out.
Fixed Site	A Fixed Site means a single physical location where business is conducted or where services or industrial operations are performed.
Full Scope Audit	Is a representative sampling of all operations covered under the provincial jurisdiction the employer would like to obtain a COR for.
Head Office Site	The headquarters of an organization as it relates to the jurisdiction being audited.
Internal Auditor	An auditor that has been trained to conduct internal maintenance audits on behalf of the company they work for.
Parent Company	A parent company is a single company that has a controlling interest in another company or companies.
Legal Company Name	The legal name of your company (not operating name). It can be a word name or a numbered name (i.e., 123456 Alberta Ltd.)
Limited Scope Audit	<p>A limited scope audit is when the score of a certification audit falls between 70% - 79% and the employer has eligible corrective actions they can fix and re-audit within an applicable timeframe to reach the passing score of 80%.</p> <p>It can also be if a specific element of an audit falls below 50% and the employer has eligible corrective actions they can fix and re-audit within an applicable timeframe to reach the passing score of 50% for that element.</p>

Sensitivity Level: Public

APPENDIX B: AUDIT TYPES

The following table outlines the various audit types you will see in the dropdown menu when registering your audit (1.2 STEP 1 - Entering Audit Details and 2.2 STEP 1 - Entering Audit Details).

Audit Type	Definition
External Auditor for SECOR Certification or Maintenance	A Small employer hires an ESC External auditor to complete the small employer audit for either certification or maintenance of a SECOR.
Limited Scope Action Plan	The action plan that is developed in consultation with the employer following the submission of a failed audit between 70% - 79%.
Limited Scope Final Submission	The re-audit that is completed by an ESC Certified auditor on the areas outlined in the limited scope action plan.
On-Site Audit Review	A governing body-initiated audit or CP initiated audit.
Single Audit for Multiple Companies Certification or Maintenance	An employer that has multiple legal entities commonly owned and chooses to conduct 1 audit on all legal entities to achieve or maintain a COR or SECOR for all entities.
Site Specific Audit Certification or Maintenance	An employer that chooses to audit only a specific site under the legal entity and is not auditing a representative sampling of their WCB account number or industry code. The audit would be for COR Certification or maintenance of that specific site only. This type of audit is not eligible for WCB Incentives.
Standard Audit Certification or Maintenance	An employer that audits a representative sampling of employees and worksites that fall under the WCB account number and industry code. The audit would be for COR Certification or maintenance.
Student Maintenance Audit	A student auditor who has just completed the ESC 5 Day Certificated Health & Safety Audit program and is completing their

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	practicum audit to count as their qualification auditor for auditor certification as well as to maintain their employers COR.
Student Qualification	A student auditor who has just completed the ESC 5 Day Certificated Health & Safety Audit program and is completing their practicum audit to count as their qualification auditor for auditor certification.
Team Audit Certification or Maintenance	A team of one or more ESC Certified auditors that has been approved to complete a team audit for COR Certification or maintenance.
Team Audit Certification or Maintenance (Multi-Company)	A team of one or more ESC Certified auditors that has been approved to complete a team audit for COR Certification or maintenance for an employer that has more than one entity but are commonly owned.
Verification Audit	A governing body-initiated audit or CP initiated audit.

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APPENDIX C: AUDIT CERTIFICATE TYPES

The following table outlines the various certificate types available to both large and small employers (1.2 STEP 1 - Entering Audit Details and 2.2 STEP 1 - Entering Audit Details).

Certificate Type	Definition
1 Year COR	Less than 1 year of safety documentation available.
1 Year SECOR	Less than 1 year of safety documentation available.
6 Month COR	This is an administrative audit where the employer does not have any active fields sites to audit. Not eligible for BC Program
COR	Large employer with 11 or more employees.
SECOR	Small employer with 10 or less employees.

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