



OUTLINE OF ROLES AND RESPONSIBILITIES

Effective Date: 2019 - 01 - 03
Owned by: Safety Audits and Certification Department

Approval: _____
Approved By: Justin Degagne, SA&C Acting Manager

Valid Until: 2021 - 01 - 03


Sensitivity Level: Public

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

Location of Change	Summary of Change
Entire Document	This is the first revision of the Outline of Roles and Responsibilities Procedure. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.

 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
Justin Degagne	Acting Manager, Safety Audits and Certifications
SA&C Team	Subject Matter Experts (SME)

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

The Outline of Roles and Responsibilities sets out the framework for participation in Energy Safety Canada’s Certificate of Recognition (COR), Medium Employer Certificate of Recognition (MECOR) process, Small Employer Certificate of Recognition (SECOR) and Injury Management/Return to Work (IM/RTW) certification programs.

The guideline ([SAC-GDL-003](#)) outlines in detail the roles for Energy Safety Canada, employers, certified auditors, certified auditor candidates, or any other party.

Energy Safety Canada Reference: SAC-MNL-001 and SAC-GDL-003

1.2 Scope

This document and the accompanying guideline is to inform employers, Energy Safety Canada certified auditors, and certified auditor candidates about their role, to provide answers to frequently asked questions, and to set out a high-level summary of each stakeholder’s responsibilities.

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 Employers must verify they have read and agree to the Outline of Roles and Responsibilities ([SAC-GDL-003](#)) when they register with Energy Safety Canada as a certifying partner.

2.2 Employers must verify they have read and agree to the Outline of Roles and Responsibilities ([SAC-GDL-003](#)) each time they register an audit with Energy Safety Canada.

3.0 ROLES & RESPONSIBILITIES FOR PROCEDURE

Employers	<ul style="list-style-type: none"> o Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register with Energy Safety Canada as a Certifying Partner
Auditors	<ul style="list-style-type: none"> o Acknowledge having read and agree to the Outline of Roles and Responsibilities (SAC-GDL-003) when they register an audit with Energy Safety Canada

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