

# Employer Action Plan Registration Guide

**INSTRUCTIONAL GUIDELINE**

EMPLOYER REGISTRATION HOW-TO RESOURCES

Action Plan Audit Software Resource

# New Action Plan Registration Process



Please review the following instructional guideline to help you initiate Energy Safety Canada's new Action Plan Registration process. The employer will now log in to their Energy Safety Canada Account to access the Auditor Portal and complete the new online registration process. Once the registration is complete, it will be submitted to ESC for processing and payment.

This guideline details the 6-step portion to be completed by employers.

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# Initiating the Audit Registration Process

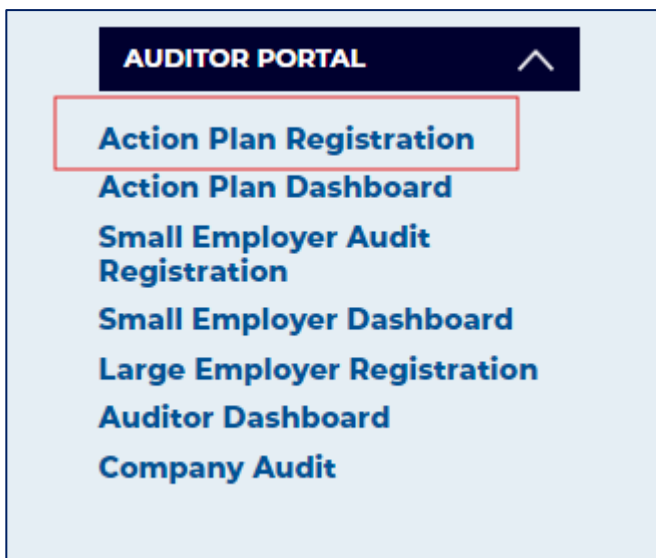
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To initiate audit registrations, you need an Energy Safety Canada (ESC) “My Account” username and password and must be registered with ESC as your Certifying Partner.

You must be a Certificate of Recognition (COR) Contact and a Member or Customer Administrator to see your company listed under the Auditor Portal and complete registration.

Navigate to the Audit Dashboard using the steps below to begin the registration process:

1. Log in to your My Energy Safety Canada account.
2. Once logged in, click the “My Account” button.
3. Under the “Auditor Portal” dropdown menu, select “Action Plan Registration”.



## ACTION PLAN REGISTRATION

1. Select the company being audited. This will include the company name, address and WCB info.
  - o If your company info is not displayed here, please email [CORInfo@EnergySafetyCanada.com](mailto:CORInfo@EnergySafetyCanada.com) or call 1.800.667.5557, ext. 3.
2. Click “Request New Audit Registration”.

**Note:** If you have started the process but have not completed it, you will see “Action Plan Registrations in Progress”.

- Action Plan registrations not submitted includes your audit number, type of audit being registered, start date and the option to either finish or cancel the registration.

## Step 1 | Action Plan Request

Verify the 3 prerequisite questions (Question 2 is only required for 2<sup>nd</sup> year action plans).

1. Enter the following information:

- Audit type (1<sup>st</sup> or 2<sup>nd</sup> Year, and whether it's a single audit covering multiple legal companies)
- Number of Employees under the WCB Account(s) included in the Audit Scope (must be greater than 4 to participate)
- Number of Company owned locations under the WCB Account(s) included in the Audit Scope.
- Certificate type (COR or SECOR)

2. Click the “Next” button to move to Step 2.

### Action Plan Request

\*Did the company score between 85% and 100% on the last certificate Audit?

Did the company score between 85% and 100% on the last Action Plan or Maintenance Audit?

\*Has the Company completed a full audit cycle (Certification, 2x Maintenance, or Recertification) without any missing years?

### Action Plan Registration

An employer may request approval from Energy Safety Canada to use an Action Plan in lieu of conducting a maintenance audit to maintain their COR, provided the company meets the necessary requirements. In some cases, employers may find

\*Audit Type

\*Scope of Audit  
 Alberta  Manitoba  New Brunswick  
 Newfoundland and Labrador  Northwest Territories  Nova Scotia  
 Nunavut  Ontario  Prince Edward Island  
 Quebec  Saskatchewan  Yukon

\*Number of Employees

\*Company Owned Sites

\*Certificate Type Requested

**BACK** **NEXT**

## Step 2 | Company Information

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This page includes the company's WCB information, organization chart upload, Head Office location and an open-ended box to enter the Company Profile.

### WCB INFORMATION

1. Check the box beside the accounts you are included in the Audit Scope. Any WCB addresses in our database associated with your company will be populated on this page.

**Note:** BC does not currently participate in the program and BC accounts will not be displayed. If you are part of the BC equivalency program, ESC will manually add the BC account to the Audit Scope.

- If your company info is not displayed here, please email [CORInfo@EnergySafetyCanada.com](mailto:CORInfo@EnergySafetyCanada.com) or call 1.800.667.5557, ext. 3.

### ORGANIZATIONAL CHART

2. Upload a current organizational chart with all positions in the company included. For multicompartment audits, you must include all companies in the audit scope with the total number of employees for each company.
3. Click "Select" to open your computer's file library and attach your chart. Ensure it's 20 MB or less and formatted as a .pdf, .doc or .docx. Incompatible file formats will result in an error message.

### COMPANY PROFILE

4. Provide a Company Profile outlining the audit activities:
  - What does this company do in terms of work to be included in the audit?
  - What provinces/areas are included in the scope of the audit?
  - Is there any special equipment (e.g., rigs, service trucks) that should be mentioned?
  - How many offices, shops, etc. does the company own?
  - Approximately how many employees does the company employ during peak time?
5. Click the "Next" button to move to step 3.

## Step 3 | Legal Companies

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### ADDITIONAL COMPANIES (MULTICOMPANY AUDITS ONLY)

1. If you have a multicompany audit, click “Add Company” to enter your other companies and applicable WCB and industry codes. Please use the Province Code and a hyphen before adding the Account Number and Industry Code. Example: AB-12345.
2. Once the information is complete, click “Save”. If you need to delete, click the red “X”.
3. Once all companies included in the audit scope are entered, click “Next” to move to Step 4.

*Refer to Appendix A for an example of adding additional companies to a multicompany audit.*

## Step 4 | Select Auditor

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1. If you are responsible for completing the Action Plan on behalf of the company, please select the option below. Otherwise, please select “Auditor” from the Auditor drop-down menu.

I am the person completing the Action Plan

An external Auditor will be doing our Action Plan

External Auditor / Assessor

I cannot find the name of the Auditor

- **Note:** When an Auditor is manually entered at the registration stage, the ESC Safety Audits and Certificates team will validate your Auditor prior to approving the Action Plan Registration.

The Employer is responsible for arranging the Auditor to perform the audit. ESC does not establish, manage or mediate contract relations between Employers and Auditors.

2. ESC auditors must meet the prequalification requirements for Certified Health and Safety Auditors and have completed the Certified Health and Safety Auditor Program to be certified for conducting safety system audits.
3. Click “Next” to move to Step 5.

## Step 5 | Confirmation of Eligibility

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1. Please read the Confirmation of Eligibility carefully:

### Confirmation of Eligibility

- If you are in Alberta, you have registered your company in the WCB PIR program
- You will pay the Energy Safety Canada audit fee
- You are authorized by your company or a principal of your company who has the legal authority to bind your company
- You have read the Safety Audits and Certifications Outline of Roles and Responsibilities (ORR) document

• I certify that I have read the above requirements and hereby request an Action Plan Maintenance audit on behalf of my company

**BACK**

**SUBMIT YOUR ACTION PLAN REGISTRATION**

2. After reviewing, click the acknowledgement check box to continue registration.
3. Click “Submit Your Action Plan Registration” to move to Step 6.

## Step 6 | Action Plan Registration Submission

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The following message will appear:

Your audit information has been received by Energy Safety Canada and we acknowledge receipt of your submission and assure you that it will undergo a thorough review. Our team is committed to carefully assessing the information provided and ensuring a comprehensive evaluation. Please note that the registration process may take some time, 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.

1. Click “Return to Action Plan Dashboard” and scroll down to see your audit listed under the “Action Plan Registrations in Progress” section.
2. Note your audit number in case it's needed for future reference.

*ESC prioritizes accuracy and attention to detail. Registration processing may take up to 7 business days. Once registration is complete, ESC will send further communication.*



## Action Plan Application Payment Request

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Once ESC receives and reviews the Action Plan Registration Request and all the information is verified, the Employer contact will receive an email with a link to make a payment online.

[COR/SECOR fees can be found here.](#)

## Action Plan Application Approval Email


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Once the fees are paid, the Employer contact and/or auditor will receive an email confirming the approval of the Action Plan Application. This email will provide them with access to create the Action Plan Proposal using the new Action Plan Tool, which can be found in the Auditor Portal under the Action Plan Dashboard.

Please refer to the Action Plan Tool Instructions for details on how to create and submit your Action Plan.

# Appendix A | Adding Additional Companies Example

## ADDING ADDITIONAL COMPANIES

\*Legal Company Name  

Please provide full name and email of Company President, Director, or Senior Officer

\*Full Name

\*Title

\*Email

\*Province

\*City

Please add all WCB accounts associated with this company

\*WCB #

\*Industry Code

\*Shareholders in Common

\*Directors in Common

\*Organization Chart

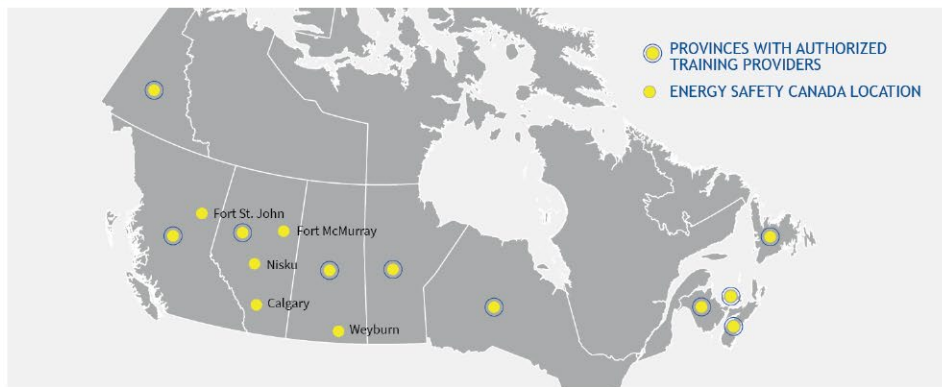
- Allowed file formats are: pdf;doc;docx
- The maximum file size allowed is 20 MB

# 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:**  
1 800 667 5557



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



**Web:**  
EnergySafety  
Canada.com