



EXTERNAL AUDITOR APPLICATION: CERTIFIED HEALTH AND SAFETY AUDITOR PROGRAM

The Certified Health and Safety Auditor Training Program has been developed to provide consistent, quality auditors to Canada's Upstream Oil and Gas Industry. This course is designed to improve and standardize auditing techniques and skills.

Admission Requirements:

In order to qualify to become an External Auditor, the following admission requirements must be met before applicants may apply to the program:

- A minimum of five years' experience in the past 10 years practicing health and safety in a full-time position as described below
- Must have an approved safety designation or a certificate, diploma or degree from an approved program as described below
- Complete either the Common Safety Orientation or Petroleum Safety Training course

The minimum work experience requirements for external auditors are five years as a health and safety professional in the last ten years. Each job position will be evaluated and in order to be considered the following requirements must be met:

- The position must be full time
- The health and safety function of the position must be greater than 50%
- The position must be at a professional level
 - Must be engaged in the Occupational Health and Safety (OHS) occupation for pay and livelihood. (e.g., a small business owner completing a SECOR self-assessment would not be considered)
 - The position's responsibility must be the prevention of harm rather than responding to harmful events
- The position must have a broad scope of OHS responsibilities that includes at least 60% of the following:
 - Incident Investigations and Analysis
 - Hazard Identification
 - Hazard Assessment
 - Hazard Control
 - Conducting Inspections (Work site, Equipment, etc.)
 - Developing and Review of Policies and Procedures
 - Developing and Delivering Health and Safety (H&S) Training
 - Delivering H&S Orientations
 - Participation in H&S Committee and/or Safety Meetings
 - Develop and Review Emergency Response Procedures
 - Auditing of H&S Management Systems
 - Communicate Safety Initiatives
 - Interpretation of OHS Legislation

Sensitivity Level: Public

The safety designations that are considered to meet the minimum educational requirements to become an Energy Safety Canada External Auditor are:

- Canadian Registered Safety Professional (CRSP)
- Certified Safety Professional (CSP)
- Health & Safety Management System Auditor (CHSMSA) designation with a minimum two-year diploma/degree from an eligible accredited college/university program. The eligible programs are described below
- CHSMSA designation and demonstrate practicing health and safety for seven of the past 10 years

Other designations such as National Construction Safety Officer, International Organization for Standardization and Canadian Health and Safety Consultant have not been granted equivalency and will not be considered to have met the minimum educational requirements to become an Energy Safety Canada External Auditor.

Eligible certificate, diploma or degree programs in Occupational Health and Safety must meet the following minimum requirements:

- Be issued from an accredited institution
- Consist of a minimum of 300 hours of classroom instruction and/or self-study
- Cover the core competencies based on the guidelines from the Board of Canadian Registered Safety Professionals (BCRSP).

To assess a program, the external auditor applicant must provide the following information for analysis:

- Proof of Program Completion
 - Copy of Certificate, Diploma or Degree
- Complete Program Transcripts
- List of Program Courses which includes:
 - Course description
 - Number of hours credited

International programs can be considered if the external auditor candidate can provide the following information:

- “Description of Course Work” Assessment completed by the International Qualifications Assessment Service (IQAS)
 - <http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/4512.html>
 - The cost of the IQAS assessment is the responsibility of the external auditor applicant

The External Auditor Process:

The following steps must be taken in order to become certified as an External Auditor:

- 1) Submit the completed External Auditor Application for review **2 months before** the desired course date
 - a) This includes a current resume and enough Professional Reference Forms to represent at least 5 years' worth of full-time health and safety work experience.
- 2) Register for the CHSA course within four (4) months of the approval date. The chosen session must be within one year of the approval date.
- 3) Attend all five (5) days of the course and pass the exam.
- 4) Review and sign the Energy Safety Canada Certified Auditor's Agreement prior to starting the Student Qualification Audit
- 5) Submit a Student Qualification Audit to Energy Safety Canada for review within six (6) months of completing the auditor course
- 6) Complete Energy Safety Canada's Petroleum Safety Training (PST) orientation or Common Safety Orientation (CSO)

Existing Internal (maintenance) auditors do not need to retake the auditor course at this time, but will need to ensure all other requirements are met, including the application form and completion of PST or CSO

Applicants are considered to have abandoned the process, and must reapply, when they:

- do not register for the CHSA course within four months of approval,
- do not complete the CHSAP course within one year of approval,
- do not submit a student audit within six (6) months of the course

Such individuals will have to restart the process starting by taking the five (5) day course again.

External Auditor Application Checklist

Before submitting your external auditor application, please ensure that the application has been completed in full and includes the following:

- 1) Fully completed application
- 2) Copy of Energy Safety Canada Training Certificates (if applicable)
- 3) Copy of professional safety designation certificate and/or applicable certificate, degree or diploma with formal transcript.
- 4) Current resume
- 5) Completed Professional Reference Forms (PRF)
 - PRFs are to be completed by current and past supervisor(s). In the case of consultants, the PRFs should be completed by recent clients.
 - PRFs must cover five (5) years of work experience as a well-rounded health and safety professional.
- 6) Declaration - sign and date the external auditor application.

NOTE:

Applications that are not fully completed with all supporting documentation will be returned to the applicant for resubmission



External Auditor Application

Section 1: Personal Information	
First Name, middle initial	
Last Name	
Current Employer	
ESC Student ID or Date of Birth	
Business Address	
City	
Province	
Postal Code	
Business Telephone	
Business e-mail	
Home Address	
City , Province	
Postal Code	
Personal Telephone	
Home e-mail	
Preferred to be contacted at:	<input type="checkbox"/> Business Address <input type="checkbox"/> Home Address
It is the auditor's responsibility to notify Energy Safety Canada of any changes to this information	

Section 2: Previous Energy Safety Canada Training , formerly Enform /Certifications	
Have you completed the Safety Program Development (SPD) Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the SPD course completion date?	
Are you currently an Energy Safety Canada Internal Auditor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is your Auditor Certification (SA) Number?	
Have you completed the Petroleum Safety Training (PST) Program or Common Safety Orientation (CSO)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the more recent course completion date?	
Attach a copy of all Energy Safety Canada, formerly Enform training certificates	

Section 3: Health and Safety Education/Designations		
OHS Program must be submitted to corinfo@energysafetycanada.com for approval prior to the application submission.		
Designation	Registration Number	Date Designation Obtained
<input type="checkbox"/> CRSP		
<input type="checkbox"/> CSP		
<input type="checkbox"/> CHSMSA		
<input type="checkbox"/> CMIOSH		
Education	Program/Institution	Date Program Completed
<input type="checkbox"/> OHS Certificate		
<input type="checkbox"/> OHS Diploma		
<input type="checkbox"/> OHS Degree		
Attach a copy of designation and/or certificate, diploma or degree		

Sensitivity Level: Public

Section 4: Employment History - starting with the most recent, list history for past ten (10) years	
Energy Safety Canada must verify that the required experience of each auditor applicant meets the five years' requirement. This may involve Energy Safety Canada contacting your references directly in order to review with them, the information they provided in the PRF.	
Current Employer	
Company Name	
Job Title	
Dates Held	
Position is full-time	_____ Yes _____ No
% of job dedicated to H&S functions	_____ 100% or _____ %
Supervisor's Name	
Supervisor's Contact Information	
Responsibilities: include comprehensive list of all H&S responsibilities or attach a copy of job description and/or professional resume	
1st Previous Employer	
Company Name	
Job Title	
Dates Held	
Position is full-time	_____ Yes _____ No
% of job dedicated to H&S functions	_____ 100% or _____ %
Supervisor's Name	
Supervisor's Contact Information	
Responsibilities: include comprehensive list of all H&S responsibilities or attach a copy of job description and/or professional resume	

Section 5: Professional Reference Form (PRF) Summary

Energy Safety Canada must verify that each auditor applicant has five (5) years of professional safety experience. Please provide the names and contact information of the individuals that will be completing PRFs on your behalf.

The PRFs should be completed by individuals who had direct supervisory responsibility over your work. In the case of a consultant the PRFs should be completed by recent clients.

PRF #1	
Name:	
Telephone:	
PRF #2	
Name:	
Telephone:	
PRF #3	
Name:	
Telephone:	

Section 6: Applicant Declaration

<p>I hereby make application to become an Energy Safety Canada External Health and Safety Auditor. I understand that the information provided on this application is material to my being accepted as an Auditor, and that any inaccuracy or misrepresentation will be sufficient reason for me to be suspended as an Auditor.</p>	
Candidate's Signature:	Date:

Return completed application forms to:
training@energysafetycanada.com
