

COR News & Tips

Issue 2 | September 2020



Audit Process & Timelines

Unsure of who does what in the audit process?
Want to understand the timeline of an audit from beginning to end?

Below are the key steps to ensure your audit meets Safety Audits and Certifications expectations.

Company	Auditor	ESC
Select auditor	Register audit with ESC	Invoice company
	On site activities begin	Email confirmation (letter of intent)
	Start count to last day on site (45 days)	QA review (2 weeks)
	Last day on site to submit (21 days)	Re-review (1-2 days)
	Submit for QA review	QA approved, email confirmation
	Possible revisions (15 days)	Apply for certificate (2 weeks)
Receive Certificate of Recognition	Provide company with approved report	Process completed for the year

Provincial Differences

Provinces have different rules for COR audits during COVID-19.

Alberta

- » Documentation-only audits for the remainder of 2020.
- » **NEW:** All recertification audits will receive a three-year COR certification (retroactive for employers who were issued a one-year COR earlier this year). NOTE: Not intended for new or lapsed COR holders who had a break in their 2017 to 2019 COR cycle.
- » **NEW:** An internal auditor may complete the certification audit from September 1 to December 31, 2020; however, this will still result in a one-year COR certificate.

British Columbia

- » All three validation methods must be completed, and a three-year certificate will be issued.
- » If the company has no field work where they would normally, they may apply for a one-year COR. They must be in a certification year to apply.
- » **NEW:** All observations must be completed on site for the remainder of the year.

All Other Provinces

Companies operating in provinces other than Alberta and BC can choose to either:

- » Obtain a three-year certificate by completing an audit with all three validation methods or with a documentation-only audit in a recertification year.

OR

- » **NEW:** Use an internal auditor in a recertification year to obtain a one-year COR certificate.

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ISO/CSA Equivalency Program

Employers certified to meet occupational health and safety standards for either the International Organization for Standardization (ISO) or the Canadian Standards Association (CSA) are eligible to apply to Energy Safety Canada for COR certification.

Learn more about [COR equivalency](#) or get an [application](#).

Information at Your Fingertips

Energy Safety Canada's website has an entire section devoted to [COR materials and resources](#). You can find information, forms, templates and much more.

Available tools and topics include:

- » Health and safety system templates
- » Tips for improving safety programs
- » Auditing process videos
- » Provincial COR program standards for Alberta and BC
- » Joint industry committees
- » COR logos
- » Maintaining your COR audit.

Is the Action Plan Program Right for You?

Eligible companies can apply to participate in the Action Plan audit program, which can help make the audit process faster and less expensive.

Action Plans map out a process to address gaps identified in previous audits while also maintaining focus on the greater safety program. Employers do not have to hire an auditor or have someone within the company trained to perform an audit.

To qualify for an Action Plan, employers must meet the following criteria:

- » Hold a current large employer COR certificate
- » In a maintenance year
- » Completed a full three-year COR audit cycle
- » Achieved 85% or more in their last COR audit.

Applications for this audit program are due by January 31, 2021.

For more information:

- » [Video](#) reviewing Action Plan audit submissions
- » [Details about the Action Plan program](#), including eligibility
- » [Forms and additional information](#) about Action Plans.

We're Here to Help

Energy Safety Canada is available to assist with your Certificate of Recognition needs:

Email: CORInfo@EnergySafetyCanada.com

Phone: 1 800 667 5557 extension 3

COR Customer Support: 403 516 8072

SECOR Customer Support: 403 516 8107

Auditor Support: 403 516 8066