

Online External SECOR Audit Registration Guide

INSTRUCTIONAL GUIDELINE

EMPLOYER/AUDITOR REGISTRATION HOW-TO RESOURCES

External SECOR Audit Software Resource

Online External SECOR Registration Process



This guideline details the seven-step portion to be completed by employers and the five-step registration to be completed by the auditor.

Please review the guideline to initiate Energy Safety Canada's new online SECOR External Audit Registration process. Employers must now log in to their Energy Safety Canada Account to access the Auditor Portal, complete the online registration, and select an external auditor. Once both the employer contact and the auditor have completed their respective portions, the registration is submitted to ESC for processing and payment.

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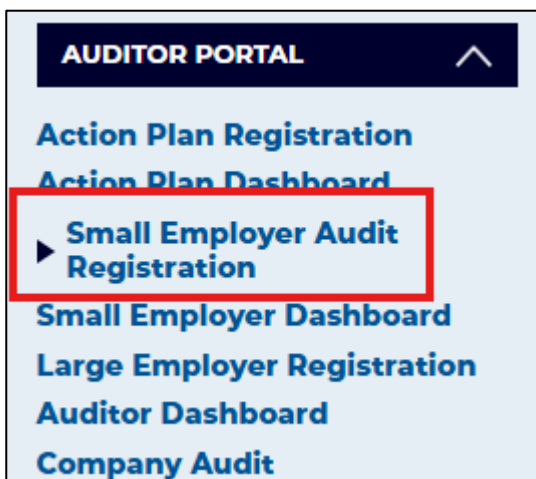
Initiating the Audit Registration Process

Before registering for an audit, ensure you have an Energy Safety Canada (ESC) “My Account” username and password, and that you are registered with ESC as a certifying partner.

To see your company listed under the Auditor Portal and complete registration, you must be a Certificate of Recognition (COR) contact and a member or customer administrator.

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” column, select “Small Employer Audit Registration”



AUDIT REGISTRATION - PART 1 EMPLOYER (COR CONTACT)

1. Under "Select the Company being Audited", the company name, address and WCB information will be listed.
 - If your company information is not displayed here, please email CORInfo@EnergySafetyCanada.com or call 1.800.667.5557, ext. 3.

To begin the audit registration process, click “Request SECOR External Audit”.

Select the Company being Audited

Company	Address	WCB Info		
A Safe Petroleum - TestCo	18960 72 Ave Surrey, BC V4N 5M8 CANADA	AB-12345,BC-8888,SK-9999	Request SECOR Self Assessment	Request SECOR External Audit

Note: Incomplete registrations will be listed under “Pending Registrations”. This will include your audit number, start date and the option to finish or cancel the registration.

Pending Registrations

Company	Audit #	Start Date		
A Safe Petroleum - TestCo	202503703	3/7/2025	Finish Registration	Cancel Registration

Step 1 | Audit Details

Enter the following audit information:

- Audit Type (Single audit, Multi Company and identify if it is a maintenance or certification audit.
- Audit Scope (Select the provinces included in the Audit Scope. If conducting a maintenance audit, you will be unable to add a new account.
- Certificate Type (SECOR /or 1 YR SECOR for new companies with less than 12 months of documentation)
- Audit Start Date
- Multi Company Audit question - Choose Yes if you select a Multi Company Audit and answer the required questions, otherwise select No.

Audit Details

*Audit Type	Single Audit for Multiple Companies Certification
*Scope of Audit	<input checked="" type="checkbox"/> Alberta <input type="checkbox"/> New Brunswick <input type="checkbox"/> Nova Scotia <input type="checkbox"/> Prince Edward Island <input checked="" type="checkbox"/> Saskatchewan <input checked="" type="checkbox"/> British Columbia <input type="checkbox"/> Newfoundland and Labrador <input type="checkbox"/> Nunavut <input type="checkbox"/> Quebec <input type="checkbox"/> Yukon <input type="checkbox"/> Manitoba <input type="checkbox"/> Northwest Territories <input type="checkbox"/> Ontario
*Certificate Type	SECOR
*Audit Start Date	3/7/2025
*Is this a single audit covering multiple legal companies?	Yes
*Describe the organization structure and the relationship between the companies	<p>The owners of A Safe Petroleum <u>and also</u> the same owners of the DST Test Company. <u>A Safe Petroleum</u> is the Engineering Firm, while DST supplies the workers to the field.</p> <p>3833 characters left</p>
*Describe how common management control is exercised. Please list and describe the responsibilities of any key management positions that are shared between the employers	<p>2 owners, Craig Wheeler and Dan Denmark own both companies.</p> <p>3941 characters left</p>
*Please describe and list any common health and safety activities, including whether health and safety personnel are shared between these employers	<p>Both companies share a common HSE management system, however each company has their own set of records as they do slightly different things.</p> <p>3860 characters left</p>

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NEXT

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

Step 2 | Company Profile

Complete the Company Profile. Ensure to review and update your company profile as needed.

WCB INFORMATION

This page will populate with any WCB addresses in our database associated with your company. Select the accounts to be included in the audit scope.

- If your company info is not displayed here, please email CORInfo@EnergySafetyCanada.com or call 1.800.667.5557, ext. 3.

ORGANIZATIONAL CHART

Upload a current organizational chart. For multi-company audits, you must include all companies in the audit scope with the total number of employees for each company.

When uploading your file, ensure it's 20 MB or less and formatted as a .pdf, .doc or .docx.

COMPANY PROFILE

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?

Click the “Next” button to move to step 3.

Step 3 | Legal Companies

ADDITIONAL COMPANIES (MULTICOMPANY AUDITS ONLY)

If you have a multi-company 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 (ex. AB-12345).

Once the information is filled in, click Save.

When all the companies included in the audit scope are entered, click “Next” to move to step 4.

Refer to Appendix A for an example of how to add companies to a multi-company audit.

Step 4 | Worksite Breakdown and Sampling Details

Click “Add New Site” to enter in each owned location, and if applicable, any field sites the auditor will be visiting. This can also be modified at a later date.

Worksite Breakdown and Sampling Details

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

Site	Parent Company	Province	Employees		
Surrey Head Office	A Safe Petroleum - TestCo	BC	5	Edit	✗
Test Site 1	Courtney Test Company	BC	1	Edit	✗
				Add New Site	➔

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* Parent Company

A Safe Petroleum - TestCo

* Site/Location

Surrey Head Office

* Province

British Columbia

* No. of Employees

5

* Site Type

Head Office

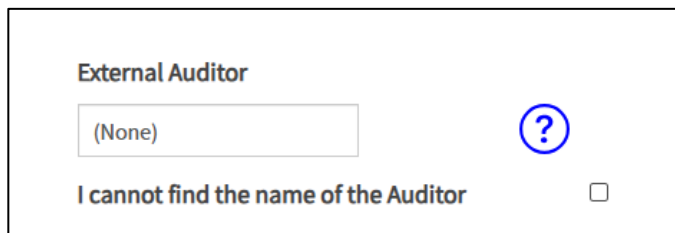
Year of Last Audit

2024

SAVE

Step 5 | Select Auditor

Select your External Auditor from the Auditor drop-down menu. If you cannot find their name, check the “I cannot find the name of the Auditor” box and enter the name of the Auditor in the text field.



External Auditor

(None)

I cannot find the name of the Auditor ☐

- 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 Action Plan Registration.

The Employer is responsible for arranging for 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 meet the Certified Health and Safety Auditor prequalification requirements and have completed the Certified Health and Safety Auditor Program to perform safety system audits.

Click “Next” to move to step 6.

Step 6 | Outline of Roles and Responsibilities

Please review the outline of roles and responsibilities document prior to completing the declaration step.

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) program.

Please review the Outline of Roles and Responsibilities by clicking on the link below. 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.

☒ * I acknowledge having read the Safety Audits and Certifications [Outline of Roles and Responsibilities](#) document.

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NEXT

Click the acknowledgement check box to continue registration.


Click "NEXT" to move to step 7.

Step 7 | External SECOR Registration Submission

Submit

Thank you for Submitting your SECOR External 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

Click "Return to Action Plan Dashboard".

Your audit will now be listed under the "Submitted Registrations" section.

Note your audit number in case it's needed for later purposes.

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

AUDIT REGISTRATION - PART 2 EXTERNAL AUDITOR

When the Auditor receives the registration email, they will log into their Auditor Portal and go to the Audit Dashboard. On the Audit Dashboard, they will see the Audit Registration button to Finish Registration or Cancel Registration. Select Finish Registration and follow the steps below.

Audit Dashboard

Safety Audits and Certifications

Welcome to the Audit Portal. Here you will find tools to help you manage your interactions with Energy Safety Canada. There are tools for your company's representative for COR to manage your safety audits and for Energy Safety Canada auditors. If you cannot access the tools you are looking for, you may need to update your profile. Please contact us at CORInfo@EnergySafetyCanada.com

Audit Registration

Company	Audit #	Cert Type	Start Date	
A Safe Petroleum - TestCo	202503701	SECOR	3/7/2025	Finish Registration Cancel Registration

Step 1 | Auditor Acknowledgement

Please review the outline of roles and responsibilities by clicking on the link in the acknowledgement.

Auditor - Acknowledgement

A Safe Petroleum - TestCo

10 Employees

Surrey BC

COR

Bernice Bogisich - Test

Contact

bb_asafepetro@mailinator.com

Telephone

(604) 594-1700

* I acknowledge having read the Safety Audits and Certifications [Safety Audits and Certifications Outline of Roles and Responsibilities \(ORR\)](#) document ☒ document.

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NEXT

After reviewing, click the acknowledgement check box to continue registration.

Click “NEXT” to move to step 2.

Step 2 | Audit Details

Verify the details are correct.

Click NEXT to move to Step 3.

Step 3 | Sites/Sample Plan

The Auditor must select Edit beside each listed site to indicate the site visit. Auditors can complete the employee break down and planned interviews at this stage or wait to complete the information during the audit.

If the employer has not filled in Year of Last Audit, please enter “Never” into the text field. At least one site must be marked as Site Plan Visted before it will allow you to move to step 4.

*Parent Company	A Safe Petroleum - TestCo	?	Senior Manager	Total	To be interviewed
*Site/Location	Surrey Head Office		Middle Manager		
*Province	British Columbia		Supervisor		
*No. of Employees	5		Worker Full Time		
*Type	Head Office		Worker Part Time		
*Year of Last Audit	2024		Worker Casual		
*Site Observations	(None)		Contractor		
		Visitor			
		Multi Role			

CANCEL
SAVE

(None)
 Not Visiting
 Site Visit Planned

Step 4 | Submit Audit Registration

Review the text, then mark the check box to confirm the registration is complete. Then click "SUBMIT AUDIT REGISTRATION"

Submit Audit Registration

You are about to submit your SECOR External Audit Registration.

The Auditor must ensure that audits are carried out pursuing the approved protocol adhering to the Energy Safety Canada Auditor Code of Ethics.

The auditor is responsible to complete the following regarding an audit registration:

- Ensure auditor(s) certification is current.; registrations will not be accepted if the certification is expired
- Register all audits with Energy Safety Canada prior to starting the audit. The auditor cannot begin the audit until they have received a notification of audit registration.
- Notify Energy Safety Canada of any changes or cancellations as soon as they occur to the original approved audit registration.

☒ I confirm this registration is complete

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SUBMIT AUDIT REGISTRATION

Step 5 | Submission Confirmation

Thank you for Submitting your SECOR External Registration Application

Thank you for submitting your Audit Registration.

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.

[RETURN TO AUDITOR DASHBOARD](#)

Click “Return to Action Plan Dashboard” and scroll down to see your audit listed under the “Audit Registrations Submitted” section. Your audit status will be updated.

Audit Registrations Submitted

Company	Audit #	Start Date	Due Date	Cert Type	Audit Status
A Safe Petroleum - TestCo	202503701	3/7/2025		SECOR	Registration Received

AUDIT REGISTRATION - PART 3 PAYMENT

Payment Request

When Energy Safety Canada receives and reviews the 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 on our website.](#)

Registration Approved Email

When the fees are paid, the Employer contact and auditor will receive a Registration Approval email. This will give the auditor access to the new online External SECOR Audit Tool in the Auditor Portal under the Audit Dashboard. Please refer to the Online External SECOR Tool Instructions for details on how to complete the Audit.

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

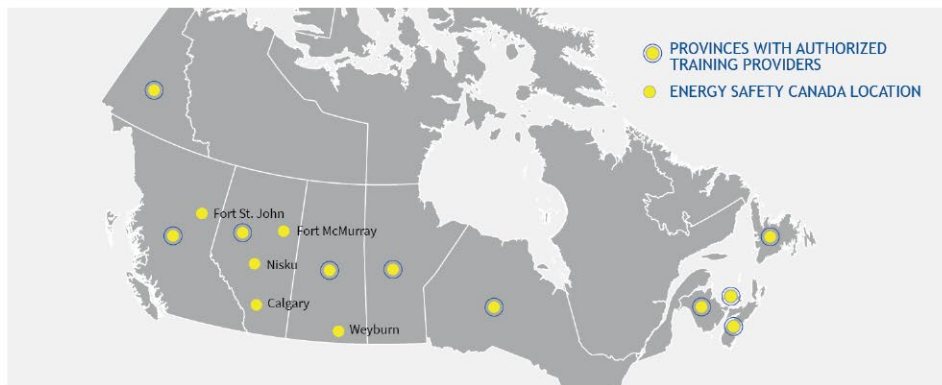
- Allowed file formats are: pdf;doc;docx
- The maximum file size allowed is 20 MB

SAFETY DOESN'T CLOCK IN AND IT DOESN'T PUNCH OUT. IT'S 24/7.

ENERGY SAFETY CANADA'S SERVICES:

- Virtual training
- Data reports
- Safety services
- Certificate of Recognition
- Company consultations

LOCATED WHERE YOU ARE:



Phone:
1 800 667 5557



Email:
Safety@Energy
SafetyCanada.com



Web:
EnergySafety
Canada.com