# SECOR External Audit Tool and QA Instructions

**INSTRUCTIONAL GUIDELINE**

# SECOR External Audit Tool and QA Instructions

Please review the instructional guideline to help you complete ESC's new Online SECOR External Audits. The assigned auditor will now log in through their Energy Safety Canada (ESC) account to access the Auditor Portal to complete the Online SECOR External Audit. Once complete, it is submitted to ESC for Quality Assurance (QA). The Auditor will then receive notification that they have 15 days to make any corrections and resubmit their Audit for another round of QA.

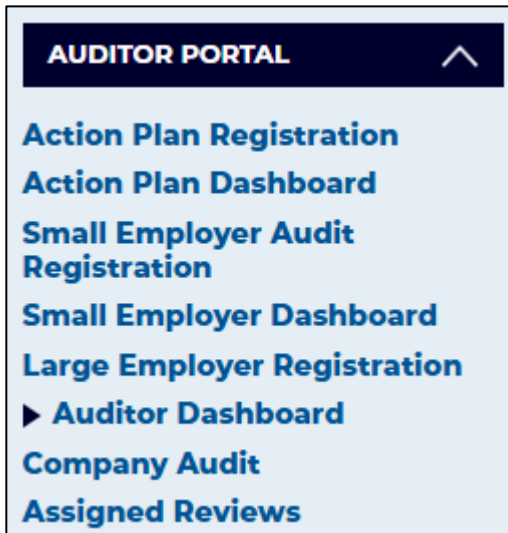This guideline details the steps to be completed by the assigned auditor.

ENERGY SAFETY CANADA

# Table of Contents

## Accessing the Audit Tool

Navigate to the Action Plan Dashboard using the steps below:

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 "Action Plan Dashboard"



## Auditor Dashboard

You will see "Audits In Progress" with the Company Name, Audit Number, Start Date, Due Date, Audit Status and Cert Type. Click "Go to Audit"

### Audits In Progress

| Company | Audit # | Start Date | Due Date | AuditStatus | Cert Type | |
|---|---|---|---|---|---|---|
| A Safe Petroleum - TestCo | 202503689 | 3/6/2025 | 3/21/2025 | REGISTERED | SECOR | Go To Audit |

# Company Details Page

This page includes the main company's address, the employer (COR) contact name and email address, and the company profile from the registration phase. Click **NEXT** to review the Audit Details Page.

**A Safe Petroleum - TestCo**

| Audit # | Audit Status | Audit Start | Audit Due |
|---|---|---|---|
| 202503689 | REGISTERED | 3/6/2025 | 3/21/2025 |

| Scope | Lead Auditor | | Cert Type |
|---|---|---|---|
| AB,BC | Kathryne Terry - Test | | SECOR |

**15** Days

*Audit is Due on Friday, March 21, 2025*

- ◀ Audit Dashboard
- ✏ Company Details
- ✏ Audit Details
- ✏ Sites
- ✏ On Site Activity
- ✏ Audit Results
- ✏ Finalize and Submit

## Company Details

| | |
|---|---|
| Company Legal Name | A Safe Petroleum - TestCo |
| Street Address | 18960 72 Ave |
| City | Surrey |
| Province | BC |
| Postal Code | V4N 5M8 |
| Phone | (604) 313-9990 |
| Company Profile | The company profile must provide context for the audit by outlining the nature of the employer's work, demographics, geography, facilities, vehicle fleet and offices. Make it specific to the industry codes included in the audit. Do additions save here (COR Contact Registration) |

## COR Contact Details

| | |
|---|---|
| COR Contact | Bernice Bogisich - Test |
| COR Contact Email | bb_asafepetro@mailinator.com |

**NEXT**

ENERGY SAFETY CANADA

# Audit Details Page

On the Audit Details page, please verify the correct audit type and complete the four justification questions. Ensure you provide details on the length of employment for the employees, any shifts, and if this company has any contractors. Ensure to press SAVE before moving forward or leaving the page.

| Audit Dashboard |
| --- |
| 🖉 Company Details |
| 🖉 **Audit Details** |
| 🖉 Sites |
| 🖉 On Site Activity |
| 🖉 Audit Results |
| 🖉 Finalize and Submit |

**Audit Details**

**Justification Questions**                                                    **SAVE**

Audit Start Date                    3/6/2025    **(?)**

Certificate Type                    SECOR

Audit Type                          Standard Audit Maintenance ⌄

Is this a single audit covering multiple legal    No
companies?

*List the areas (departments/operations/service lines) applicable at the time of the audit and those that were sampled? Indicate how this is representative of the Companies various operations and tasks performed.

> A Safe Petroleum has 5 Employees and 2 Contractors at the time of the Audit. 2 positions are strictly administrative, the other 3 are field workers who complete drill stem testing. The 2 contractors are seasonal and assist with plug logging.

3759 characters left

*How many years (months) has this company had an active health and safety management system in place?

> This company has held a SECOR for 7 years.

3958 characters left

*If this company has shift work, confirm all shifts are included in the scope of this audit.

> The shifts are dependent on the Prime Contractor, at the time of the audit all work is day shift 6am - 6pm

3894 characters left

*Describe how your interview sample was selected to include new hires and experienced employees.

> Of the 5 employees the Owners purchased the Company in 2018, the 1 supervisor was hired in 2023 and the 2 workers were hired in June 2024. The 2 contractors were brought onboard again in January 2025.

3800 characters left

**SAVE**      **NEXT**

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# Sites

On this page, you will find the sites that were entered during the registration stage. Please click "Edit" next to each site. If you are including a site in your audit, ensure to check the "Visited" checkbox. Ensure the "Employee Breakdown" and "To be Interviewed" tables are completed before moving to the next step.

| | |
|---|---|
| ◀ Audit Dashboard | |
| ✏ Company Details | |
| ✏ Audit Details | |
| ✏ **Sites** | |
| ✏ On Site Activity | |
| ✏ Audit Results | |
| ✏ Finalize and Submit | |

## Sampling Summary

| Total Employees | Interviews Required | Employees to be Interviewed | Total Sites | Site Visits Required | Sites Visited |
|---|---|---|---|---|---|
| 5 | 4 | 4 | 2 | 2 | 0 |

### Sites

| Parent Company | Site/Location | Province | Type | Visited? | | |
|---|---|---|---|---|---|---|
| A Safe Petroleum - TestCo | Surrey Head Office | BC | HEAD | No | Edit | ✖ |
| A Safe Petroleum - TestCo | Calgary Office | AB | FIXED | No | Edit | ✖ |

Add New Site

Please complete the interview and site sampling plans by selecting "Edit" beside each site listed.
If you plan to visit a site, the box beside "Visited?" must be selected.

NEXT

---

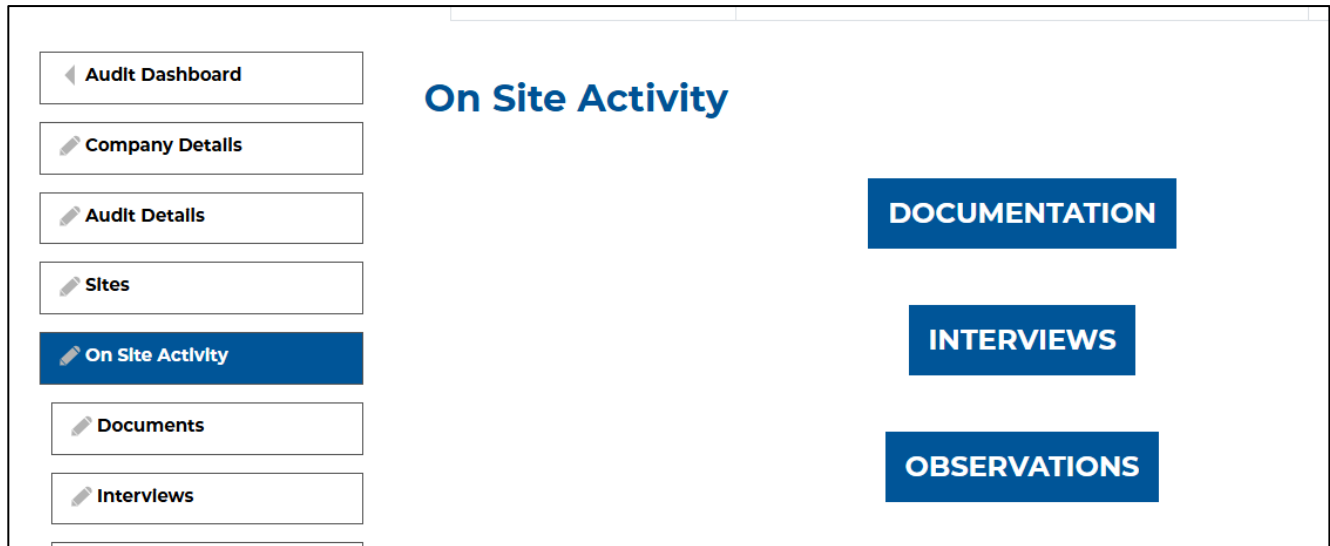| | | | Total | To be interviewed |
|---|---|---|---|---|
| *Parent Company | A Safe Petroleum - TestCo | Senior Manager | 1 | 1 |
| Site/Location | Surrey Head Office | Middle Manager | 0 | 0 |
| Province | British Columbia | Supervisor | 0 | 0 |
| WCB Number | | Worker Full Time | 1 | 1 |
| Industry Code | | Worker Part Time | 0 | 0 |
| No. of Workers | 2 | Worker Casual | 0 | 0 |
| *Type | Head Office | Contractor | 0 | 0 |
| Year of Last Audit | 2024 | Visitor | 0 | 0 |
| Site Observations | Site Visit Planned | Multi Role | 0 | 0 |
| Visited | ☑ | | | |

CANCEL   SAVE

ENERGY SAFETY CANADA

# On Site Activity

On Site Activity is where you will enter your raw data collection and scoring. This is divided into the three validation methods required for the audit scope: Documentation, Interviews and Observations.



## DOCUMENTATION

Click on Documentation to begin the Directive Documentation and Records data entry. Here you will see the sites listed that you have selected as visited on the sites page.

Click "Edit" on a site to begin.



This will populate all the documentation questions for the audit. Please enter your notes into the Documentation Notes sections (please note the character limit of 4000). Using the scoring drop menus, select the applicable score for each question (defaulted to N/A, which is equivalent to 0 points).

Expand the Scoring Guidance for each question to assist you with correctly applying the score for each question.

**◀ Audit Summary**

site: <u>Surrey Head Office</u>    Question Type: 📄 Document    🗑 **Clear Scores**

Status
In Progress ▼    **✓ Save**

| Question | Documentation Notes | Tally |
|---|---|---|
| **A1**<br>Is there a written health and safety policy that includes:<br><br>• General health & safety responsibilities for each level (i.e., manager, supervisor, workers, contractors, and visitors).<br>• A reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological, and social well-being.<br>• Requirement to comply with applicable government regulations and the company's health and safety standards.<br>• Signature of the current owner, including date.<br><br>Scoring Guidance ⌃<br><br>**Verified through Documentation Review**<br><br>Review the company's written health and safety policy for the specified criteria as listed in the question.<br><br>Score based on the % positive indicators. (Doc 0-8)<br><br>The note should identify the number of criteria met.<br><br>Provide details/example(s). | HSE Policy pg 2 of HSE manual<br>all criteria found<br>signed by Craig Wheeler on Jan 25, 2024<br>100%<br><br><br><br><br><br><br><br><br><br><br><br><br>*3907 characters left* | 100 ▼ |
| **A3**<br>Have health and safety roles and responsibilities been written for:<br><br>• **Manager(s)**<br>• **Supervisor(s)**<br>• **Worker(s)**<br><br>Scoring Guidance ⌄ | <br><br><br><br><br><br>*4000 characters left* | N/A ▼ |

**To prevent losing your work, save your notes often. You will be signed out after 40 minutes of inactivity, and notes are not saved automatically.**

After 5 minutes, a reminder to save will appear.

**A3**
Have health and safety roles and responsibilities been written for:

• **Manager(s)**
• **Supervisor(s)**
• **Worker(s)**

N/A ▼

**Please click the Save button. You haven't saved in the last 5 minutes.**    Close

Scoring Guidance

*4000 characters left*

**ENERGY SAFETY CANADA**

Once you've entered all your notes and scores for that site, you can change the status to "Completed." Keep in mind that the audit tool rounds scores for each location, so you may decide to enter scores for only one site. Additionally, the notes are shared, meaning they will be retained for each site you open for editing.

**INTERVIEWS**

To start a new interview, click START NEW INTERVIEW. The interviews you conduct must match the appropriate site (on the Sites Page).



Select the site and role of the interviewee. Under Title, enter their full name, position, length of employment, and if there are any specific HS duties.

When you have finished the interview, click Save and then return to the Audit Summary. Your completed interview will now appear under the Interview List. You can edit this interview if needed.

## Interview Summary

| Site Name | Senior Manager | Middle Manager | Supervisor | Worker Full Time | Worker Part Time | Worker Casual | Contractor | Visitor | Multi Role |
|---|---|---|---|---|---|---|---|---|---|
| Calgary Office | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| **Totals** | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

## Interview List

| Site | Role | Title | Auditor | Status | |
|---|---|---|---|---|---|
| Calgary Office | Worker Full Time | 1.Rob/DST/9mths/HSR | Courtney | In Progress | Edit |

Please note that all interview comments are collective; therefore, it is suggested that you give each interview a number to keep track.

◀ **Audit Summary**

Sites
Surrey Head Office

Question Type: 👤 Interview

🗑 Delete

Number of interviews
1

Role
Senior Manager

Title
2.Owner/8yrs

Status
In Progress

✓ Save

Question

A2
Are employees made aware of the content within the health and safety policy?

Scoring Guidance ⌄

Sample Question ⌄

Interview Notes

1. Policy at orientation, and in January Safety Meeting we reviewed it again.
2. I ensured it was reviewed annually at the first meeting of the year.

3851 characters left

Tally

Answer
Positive

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## OBSERVATIONS

Observations are similar to documentation review. You will see the selected sites marked as visited. Click "Edit" to enter your notes and scores for each site. Refer to the scoring guidance to help you apply the scores correctly.





In the example above, the auditor decided to combine the scores from both worksites and enter a total score in one location. You can choose to do the same, or you can enter a score of 0 for one site and 100 for the other, which will result in an average score of 50%. Please keep in mind that the comments are collective, so they will appear in all sites you edit.

# Audit Results

After completing the On Site Activity, click Audit Results.

Auditors have a 15-day window to collect data. Enter your last day on site. A new 21-day window will begin for the report-writing phase.

**NOTE:** If you forget to enter the last day on site before the end of that 15-day due date please contact the Energy Safety Canada COR team.



After entering your last day on site, click "MARK ONSITE ACTIVITY COMPLETE" to open the Formal Report Writer and Scoring Summary Table.

A Safe Petroleum - TestCo

| Audit # | Audit Status | Audit Start | Audit Due |
|---|---|---|---|
| 202503689 | REGISTERED | 3/6/2025 | 3/27/2025 |

| Scope | Lead Auditor | Cert Type |
|---|---|---|
| AB,BC | Kathryne Terry - Test | SECOR |

**21** Days

Audit is Due on Thursday, March 27, 2025

◀ Audit Dashboard

✎ Company Details

✎ Audit Details

✎ Sites

✎ On Site Activity

✎ Audit Results

✎ Finalize and Submit

*Last Day On Site    3/6/2025    **UPDATE**

## Audit Results

**CALCULATE AUDIT RESULTS SUMMARY**

| ElementIdentifier | Title | Score | Result | |
|---|---|---|---|---|
| A | Management Involvement and Commitment | 25/49 | 51% | › |
| B | Hazard Identification and Risk Assessment | 0/66 | 0% | › |
| C | Hazard Control | 0/60 | 0% | › |
| D | Inspections | 0/68 | 0% | › |
| E | Training | 0/58 | 0% | › |
| F | Emergency Response Plan | 0/46 | 0% | › |
| G | Incident/Accident Reporting and Investigation | 12/53 | 23% | › |
| H | Communications | 0/56 | 0% | › |
| I | Other Affected Parties | 0/70 | 0% | › |
| J | Health and Safety Representative (HS Representative) | 0/20 | 0% | › |

Score total: 37 / 546

Percentage total: 6.8 %

Click the ">" beside Element A to expand the Audit Questions. Click on Health & Safety Policy to get to question A1 to write your formal notes.



## Audit Results

**CALCULATE AUDIT RESULTS SUMMARY**

| ElementIdentifier | Title | Score | Result | |
|---|---|---|---|---|
| A | Management Involvement and Commitment | 25/49 | 51% | ⌄ |

| QuestionIdentifier | Question Title | Score | Result |
|---|---|---|---|
| A1 | Health & Safety Policy | 8/8 | 100% |
| A2 | Documented Employee Awareness (Orientation Forms, Meeting Minutes) | 7/9 | 78% |
| A3 | Documented Health & Safety Roles & Responsibilities | 3/3 | 100% |

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**Audit Summary**

| | |
|---|---|
| A. Management Involvement and Commitment | |
| A.1 | |
| A.2 | |
| A.3 | |
| A.4 | |
| A.5 | |
| A.6 | |
| Element Summary | |
| B. Hazard Identification and Risk Assessment | |
| C. Hazard Control | |
| D. Inspections | |
| E. Training | |
| F. Emergency Response Plan | |
| G. Incident/Accident Reporting and Investigation | |
| H. Communications | |
| I. Other Affected Parties | |
| J. Health and Safety Representative (HS Representative) | |

**A.1**

☐ Mark for follow up

D  100%  8\8
I
O

Total: 8\8

**View Notes**    **Append Notes**

Is there a written health and safety policy that includes:

- General health & safety responsibilities for each level (i.e., manager, supervisor, workers, contractors, and visitors).
- A reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological, and social well-being.
- Requirement to comply with applicable government regulations and the company's health and safety standards.
- Signature of the current owner, including date.

Findings/Notes:

*4000 characters left*

✓ Save

Guidelines ⌄

Click "View Notes" to see your field notes or "Append Notes" to paste them directly into the Findings/Notes: text field. If you click Append, you must edit your field notes into a formal note.

Expand the Guidelines to assist you with scoring and note requirements.

ENERGY SAFETY CANADA

*Appended Field Note*

◄ **Audit Summary**

| | |
|---|---|
| **A. Management Involvement and Commitment** | |
| **A.1** | |
| A.2 | |
| A.3 | |
| A.4 | |
| A.5 | |
| A.6 | |
| Element Summary | |

B. Hazard Identification and Risk Assessment

C. Hazard Control

D. Inspections

E. Training

F. Emergency Response Plan

G. Incident/Accident Reporting and Investigation

H. Communications

I. Other Affected Parties

J. Health and Safety Representative (HS Representative)

---

◄           **A.1**           ►

☐ **Mark for follow up**

D   100%   8\8
I
O

**View Notes**    **Append Notes**

Total: 8\8

Is there a written health and safety policy that includes:

- General health & safety responsibilities for each level (i.e., manager, supervisor, workers, contractors, and visitors).
- A reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological, and social well-being.
- Requirement to comply with applicable government regulations and the company's health and safety standards.
- Signature of the current owner, including date.

Findings/Notes:

> Documentation Comments
> --------------------------------------------
> HSE Policy pg 2 of HSE manual
> all criteria found
> signed by Craig Wheeler on Jan 25, 2024
> 100%

*3834 characters left*

✓ **Save**

---

Guidelines      ⌃

**Verified through Documentation Review**

Review the company's written health and safety policy for the specified criteria as listed in the question.

Score based on the % positive indicators. (Doc 0-8)

The note should identify the number of criteria met.

Provide details/example(s).

---

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*Formal Note*

| < | A.1 | > |
|---|-----|---|

☐ **Mark for follow up**

D   100%   8\8
I
O

[View Notes]   [Append Notes]

Total: 8\8

Is there a written health and safety policy that includes:

- General health & safety responsibilities for each level (i.e., manager, supervisor, workers, contractors, and visitors).
- A reference to the company's goals, aims, responsibilities and commitment to health and safety that addresses physical, psychological, and social well-being.
- Requirement to comply with applicable government regulations and the company's health and safety standards.
- Signature of the current owner, including date.

Findings/Notes:

The Auditor reviewed the A Safe Petroleum HSE Policy on page 2 of HSE manual.
Upon review it was verified that it contained all the required question criteria.
The HSE Policy had been signed by Craig Wheeler on Jan 25, 2024
100% awarded as 4 of 4 criteria were met.

*3731 characters left*

[✓ Save]

When you have completed your formal note, click "Save".

◀ **Audit Summary**

**A. Management Involvement and Commitment**

A.1

A.2

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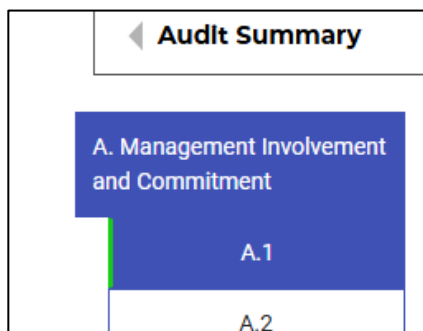
You can also mark the question for "follow up," if you wish to revise or complete any unfinished notes.



If you apply "N/A" to any of the questions, there will be a checkbox beside the scores. They will only appear where N/A is a possible scoring option. Please review the Guideline [HYPERLINK] to see if you may apply N/A based on the Audit scope you are conducting.

| < | B.10 | > |

**Mark for follow up** ☐

D 0%  0\2  ☐ N/A
I
O

Total: 0\2

[View Notes]  [Append Notes]

Is the company using their sitespecific hazard assessment process?

Findings/Notes:

4000 characters left

✓ Save

**Guidelines** ⌃

**Verified through Documentation Review**

Review a sample of completed records from the site-specific hazard identification system (identified in B9) to determine compliance with the system. The auditor should also determine where and when site-specific hazard identifications are mandated by the company's policy and treat these as opportunities to demonstrate compliance.

If B9 scored 0%, then B10 must also score 0%.

Award 100% points if documentation is available, if not award 0% (Doc 0,2)

If the nature of the company's operation over the previous 12 months did not produce an opportunity for a site-specific hazard identification activity as per their policy (e.g., administrative work only), the auditor may score n/a.

After applying N/A to the score, you must return to the Audit Results Page and click on the Calculate Audit Results Summary button again for the points to be removed from the score.

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**Note:** Once you have started the formal report writing process, you must also do this step any time you add a new interview or change a documentation/observation score in the On-Site Activity Pages.

## ELEMENT SUMMARY

### Strengths

Please identify **a minimum of three** strengths throughout the Audit that you will mark as a "Key Strength" to pull into the Executive Summary.

Strengths should apply to the topic and include specific company details/examples.

### Suggestions for Improvement

Each question that does not receive full points should include a suggestion for improvement. These suggestions must recap the issue, outline an implementation plan, and explain the benefits of addressing the issue. Please identify at least three suggestions for improvement to be marked as "Key Suggestions for Improvement" for inclusion in the Executive Summary.

## Finalize and Submit

When you have completed the Formal Audit Report, click on the Finalize and Submit Tab. Before submitting the report, please ensure to:

1. Upload your pre-audit letter.

2. Review and modify the Company Profile.

3. Click "Edit Executive Summary" to use the templated Executive Summary fields.

4. Click "View Summary Report" to proofread your report before clicking "Submit Audit"

## Finalize And Submit Audit

**Pre Audit Letter**

Upload your pre-audit letter here

Browse for file

[ Choose Files ] No file chosen       [ Upload ]

**Company Profile**

The company profile must provide context for the audit by outlining the nature of the employer's work, demographics, geography, facilities, vehicle fleet and offices. Make it specific to the industry codes included in the audit.  Do additions save here (COR Contact Registration)

[ Save Company Profile ]

**Executive Summary**

Prepare your Executive Summary here

[ EDIT EXECUTIVE SUMMARY ]

**Summary Report**

Click the View Summary button to create a summary report of your Audit to Print/Save to your computer

*Please note that reports may take up to 10 minutes to download. Please email corinfo@energysafetycanada.com to request a copy if you are having trouble downloading.

[ VIEW SUMMARY REPORT ]

**Audit Submission**

When you have completed the assembly of your audit documentation, please click on Submit to begin the submission process.

*(Once Audit is submitted you will not be able to come back and get Summary Report)*

[ SUBMIT AUDIT ]

Sidebar navigation:
- Audit Dashboard
- Company Details
- Audit Details
- Sites
- On Site Activity
- Audit Results
- Finalize and Submit

## EXECUTIVE SUMMARY

The Executive Summary is divided into four parts: Introduction, Key Strengths, Key Suggestions for Improvement, and Closeout. Each text field can hold a maximum of 4000 characters.

The introduction should include an attention getting statement, the final score, audit purpose, scope, employer name and locations included, and time frame.

Any items that you had marked as Key throughout the formal report will display and can be appended directly into the corresponding field.

The Closeout should include next steps (Action Plan) and sign off.

Once complete, press "SAVE" and return to the Finalize and Submit Page.


**SUBMIT AUDIT**

Press "Submit" on the Finalize and Submit Page, this will take you to the Acknowledgement Page. Ensure to review the links and then check off the acknowledgement box, and click "Submit".



Once you submit, it will display a thank you for your submission message, click on Return to Audit Dashboard, where you will see your audit status as "Submitted".

## Thank you for your Submission

Thank you for your submission. Your audit information has been received by Energy Safety Canada and closed for review.

Your submitted audit will undergo a quality assurance (QA) review within approximately 2-3 weeks from the date of this notification. Please note that during Energy Safety Canada's peak audit review season (November – January), estimated QA review times may extend slightly beyond the 2-3 week period.

**RETURN TO AUDIT DASHBOARD**

## Audits In Progress

| Company | Audit # | Start Date | Due Date | AuditStatus | Cert Type | |
|---|---|---|---|---|---|---|
| A Safe Petroleum - TestCo | 202503689 | 3/6/2025 | 3/27/2025 | SUBMITTED | SECOR | **Audit Submitted** |

The auditor and employer will also receive an email confirming submission.
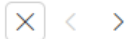
**Thank you for your Submission of Audit Number 202503689**

ⓘ Retention: ESC OMS-STD-013 3 year + 6 month delete (3 years, 6 months) Expires: Fri 01-Sep-2028 3:33 PM

**ENERGY SAFETY CANADA**

Mar 06, 2025

Bernice Bogisich - Test
A Safe Petroleum - TestCo
18960 72 Ave
Surrey, BC
V4N 5M8
Canada
(604) 313-9990

RE: Audit Number: 202503689

Dear Bernice Bogisich - Test

Please be advised that we have received your company's health and safety audit.

1. **Company Auditing:** A Safe Petroleum - TestCo

2. **Audit Type:** SECOR

3. **Certificate Type:** Standard Audit Maintenance

4. **Auditor Name:** Kathryne Terry - Test

5. **Start Date of Audit:** 3/6/2025

6. **Last Date On Site:** 3/6/2025

7. **Date Submitted:** 3/6/2025

8. **Audit Registration Number:** 202503689

A Quality Assurance (QA) review will be completed on the audit submission.

If the audit requires corrections it will be returned to your auditor. The auditor will have 15 days to make the revisions and re-submit the audit to us. We will review the resubmission to verify the required corrections have been completed.

Energy Safety Canada will provide notification on the status of your audit once the QA review has been completed.

Please contact us if you have any questions.

Regards,

Safety Audits and Certifications
Energy Safety Canada
1.800.667.5557 Ext 3
Email: CORInfo@EnergySafetyCanada.com

# RETURNED FOR REVISION

If the Quality Assurance Process identifies any issues with the Audit submission, the Auditor will receive a Revisions Required Email notifying them they have 15 days to make the required revisions and resubmit.
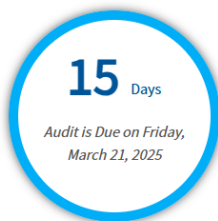
To make corrections, log back into the Auditor Portal and access your Audit through the Auditor Dashboard. Click "Go To Audit".

## Audits In Progress

| Company | Audit # | Start Date | Due Date | AuditStatus | Cert Type | |
|---|---|---|---|---|---|---|
| A Safe Petroleum - TestCo | 202503689 | 3/6/2025 | 3/21/2025 | RETURNED | SECOR | Go To Audit |

You will be defaulted to the Company Details page. Please click on the Revisions Required page.

Review any notes left by the QA Reviewer. The notes on this page are related to the audit details, sites, interviews, worksite data/justification, and/or the Executive Summary. Please follow the instructions and make the requested changes.

## A Safe Petroleum - TestCo

| Audit # | Audit Status | Audit Start | Audit Due |
|---------|--------------|-------------|-----------|
| 202503689 | RETURNED | 3/6/2025 | 3/21/2025 |

| Scope | Lead Auditor | | Cert Type |
|-------|--------------|---|-----------|
| AB,BC | Kathryne Terry - Test | | SECOR |

15 Days

*Audit is Due on Friday, March 21, 2025*

- ◀ Audit Dashboard
- ✎ Company Details
- ✎ Audit Details
- ✎ Sites
- ✎ On Site Activity
- ✎ Revisions Required
- ✎ Audit Results
- ✎ Finalize and Submit

# Revisions Required

**Audit QA Review**

Please review the revision requests below which relate to the pre-audit data, interviews, worksites, and Executive Summary. Click on the Audit QA Review button or Audit Results tab to see the revisions required for specific questions and topic summaries. These will be marked with a red triangle.

**Audit Reviewer Information**

**Review Due Date**

3/6/2025

**Staff Reviewer Assigned**

2393087, Christie, Courtney

**Required Audit Data**

It appears that you have entered the last day on site incorrectly, please verify.

**Interview Information**

Only 1 interview of the 4 required was completed. Please complete the 3 remaining interviews. You have 14 days remaining from your start date to do this.

**Worksite Summary**

Please indicate if the Audit was completed during peak/high activity

**Executive Summary**

Please provide your executive summary

If you have any feedback or comments for the QA Reviewer, please add them in the text field below.

Next, click on the Audit QA Review Button or the Audit Results Tab.
Each Element that needs revision will be marked with a red triangle.

## Audit Results

**CALCULATE AUDIT RESULTS SUMMARY**

| Element | Title | Score | Result | _ | |
|---------|-------|-------|--------|---|---|
| A | Management Involvement and Commitment | 25/49 | 51% | ⚠️ | > |
| B | Hazard Identification and Risk Assessment | 0/64 | 0% | | > |

Click on the Element Title or the ">" to expand the Element to go to the specific question.

## Audit Results

**CALCULATE AUDIT RESULTS SUMMARY**

| Element | Title | Score | Result | _ | |
|---------|-------|-------|--------|---|---|
| A | Management Involvement and Commitment | 25/49 | 51% | ⚠️ | ⌄ |

| QuestionIdentifier | Question Title | Score | Result | _ |
|--------------------|----------------|-------|--------|---|
| A1 | Health & Safety Policy | 8/8 | 100% | |
| A2 | Documented Employee Awareness (Orientation Forms, Meeting Minutes) | 7/9 | 78% | ⚠️ |

When logged into the formal report writing tool, you can see the QA Reviewers notes. Please apply any corrections and remember to save your work. If you require a change to scoring, click "Calculate Audit Results Summary".

ENERGY SAFETY CANADA

When you save your changes, the sidebar will appear green. Note: On the Audit Results page, you will see the QA triangle until the QA Reviewer removes it.

Once all revision requirements have been completed, please re-submit your audit for QA using the same process as the initial submission.
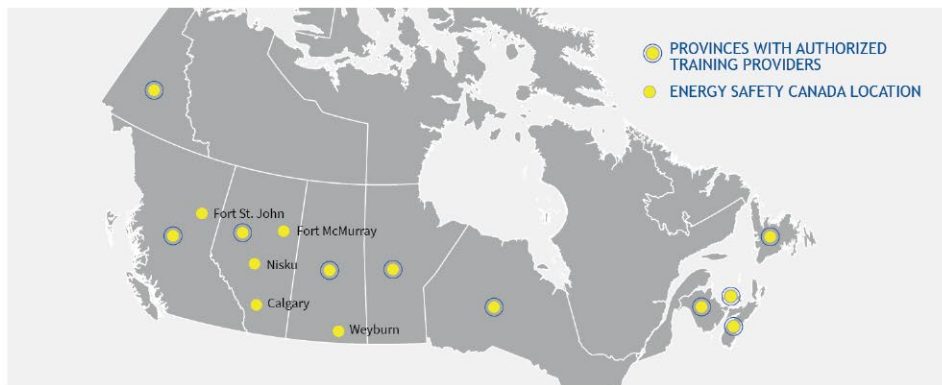
## QA/Audit Approval

Once the Audit successfully passes QA, the Auditor and Employer contact will receive an approval email. The Auditor will then be able download the QA Summary Report and Final Audit Report to present to the Employer from their Auditor Dashboard.

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

## ENERGY SAFETY CANADA'S SERVICES:

- Virtual training
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- ● ENERGY SAFETY CANADA LOCATION

Fort St. John
Fort McMurray
Nisku
Calgary
Weyburn

**Phone:**
1 800 667 5557

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

**Web:**
EnergySafety
Canada.com