

COR News & Tips

Issue 1 | June 2020



Thank you for your feedback on our recent survey about what you'd like to see in a COR newsletter. If you missed providing feedback, we will be sending out another survey in Q3. In the meantime, welcome to the first edition of Energy Safety Canada's COR holders newsletter where you will find helpful information and tips.

Choosing the Right Auditor

When selecting an auditor to perform your company's safety audit, it is important to choose one who meets your company's needs and expectations. Consider the following factors to help ensure the right choice:

- » **Qualifications** – E.g. does the auditor hold a CRSP designation, a degree in Occupational Health and Safety, a Basic Safety Orientation (BSO) certificate?
- » **Experience** – Has the auditor performed audits for companies in your industry?
- » **Timelines** – Discuss timelines. How long will it take to complete the audit? Time required for employee interviews? Number of days on site?
- » **Fees** – What is the cost for the audit? Will your company be billed for transportation and accommodation?
- » **References** – Ask for references from other companies they have audited.
- » **Reputation** – Ask another auditor about this person's standing within the auditing community.
- » **Understand the contract** – Don't sign a contract or accept a proposal until you understand and agree with the details.

Energy Safety Canada offers a list of more than 200 [certified health and safety auditors](#) qualified to perform safety program audits.

4 Tips to Prepare for Your Audit

By addressing a few things in advance, you can save time and money on your audit process.

1. **Give yourself time** to prepare *before* your audit. Collect required documents, review questions you'll be asked, and get organized.
2. **Watch for email and website updates** from ESC. We keep you posted on changes to auditing procedures, updates to audit protocols, information on how to submit your audit, and much more.
3. **Consider attending our webinars and information sessions.** Upcoming sessions are posted on our [Events Calendar](#).
4. **Try a new auditor.** If you've had the same auditor for a long time, you may want to try someone new to get a fresh perspective on your safety system.

Quick Links

- » [COR Audit Protocol](#) – Familiarize yourself with each audit element. And a **tip for companies having an audit for the first time:** use this document to perform your own gap analysis.
- » [Roles and Responsibilities](#) – Roles of employers and auditors; answers to frequently asked questions; and a high-level summary of each stakeholder's responsibilities.
- » [COR Resources](#) – Find auditor time frames, sampling criteria and more.

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When is My Audit Due?

Here is an easy way to help you remember when your audits are due each year. Look at the expiry date on your certificate (see example below). That is your **anniversary date**.



- » **Day and Month** – This indicates the timing for the audit to be submitted in your maintenance and renewal years.
- » **Year** – This is the year your audit renewal is due. A new certificate is issued, and the COR cycle starts again.

How are Provincial Audit Protocols Determined?

The governing bodies in Alberta, British Columbia and Saskatchewan develop their own auditing standards, which Energy Safety Canada and all other Certifying Partners must meet. These standards outline the minimum requirements for question content, scoring and verification methods.

At Energy Safety Canada, we develop our protocol based on these standards. And, uniquely, because we offer cross-jurisdictional certifications we must meet the standards of all three governing bodies. The final protocol we develop must receive approval from the governing bodies.

Below are the links to the regulations for each province where Energy Safety Canada is a Certifying Partner:

- » [Alberta Regulations](#)
- » [BC Regulations](#)
- » [Saskatchewan Regulations](#)

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