



COR AUDIT PROTOCOL SUMMARY OF CHANGES 2023

Effective Date: March 15, 2023
Owned by: Audit Specialist,
Safety Audits & Certifications

Approval: 
Approved By: Manager,
Safety Audits & Certifications

Valid Until: March 15, 2026

Sensitivity Level: Public


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SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	January 1, 2023	Juliet Goodwin	Document created
1.1	March 15, 2023	Shannon Senga	Added template to this GDL

 Requirements changed in the new revision will be identified with a revision triangle beside it.

SUMMARY OF REVIEWERS

The following people were involved in the review of this Process.

Name	Position
Shannon Senga	Program Administrator, Safety Audits and Certifications
SA&C & Team	Subject Matter Experts (SME)
Juliet Goodwin	Manager, Safety Audits and Certifications

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1.0 ABOUT THIS GUIDELINE

1.1 Purpose

The purpose of this guideline is to provide a summary of the changes to the ESC audit protocol for 2023.

1.2 Scope

The scope of the COR Audit Protocol Summary of Changes 2023 Guideline applies to:

- Energy Safety Canada COR Audit Protocol

1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in the Safety Audits and Certifications department and external stakeholders under the COR program.

2.0 COR AUDIT PROTOCOL SUMMARY OF CHANGES

Energy Safety Canada Question	Changes made	Change Request
Element A: Management Involvement and Commitment		
A.1a	As per legislated changes ‘the protection and maintenance’ was removed from the wording of criteria 2.	(Partnerships #3)
Element B: Hazard Assessment		
B.3 Hazard Reporting		
B.3.c	Removed question regarding training records for hazard reporting training. This is covered by the orientation training question.	Redundancy
Element C: Hazard Controls		
C.1 Health and Safety Hazard Control System		
C.1.c	Removal of question asking for Work Procedures, Rules, and/or Codes of Practice. These requirements are verified in other questions in Element C.	Redundancy

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C.5 Violence and Harassment Prevention		
C.5a (Revised and removal of old C.5b and C.5.c)	Changes to wording from Policy and Procedure (old C.5b) to Violence Prevention Plan. Updates to Guidelines to reference the same + links to legislation.	(Partnerships #40)
C.5.b (Old C.5d and removal of old C.5e and C.5f)	Changes to wording from Policy and Procedure (old C.5d) to Harassment Prevention Plan.	(Partnerships #41)
C.5.c (Old C.5g & C.5h which have been removed)	Removed Criteria 1 and 2 and Changed question to verify the Violence and Harassment Prevention Plans are being reviewed/revised as per legislated requirements. Updates to Guidelines to match.	(Partnerships #43)
Element E: Qualifications, Orientation and Training		
E.2c	Wording update to indicate a practical demonstration by the trainee(s) to confirm they have acquired the knowledge or skill related to the subject matter. Updated guidelines to match.	(Partnerships #61)
Element G: Incident Reporting and Investigations		
G.1a	Added 'occupational' in front of illnesses	(Partnerships #90)
Element I: Other Affected Parties		
I.1a (Old) - Shift of question #'s	Removal of interview question asking if the policy was distributed to other affected parties. Redistributed 20 interview points.	(Partnerships old # 65 Rescinded)
I.1b	New wording: Is there a policy or procedure to address the protection of anyone not employed by the company to ensure their health and safety while on or near the work site(s)?	Clarity
I.1a, d, e, f, g	Removal of 'self-employed persons' from question and guidelines.	(Partnerships #66-72)
I.1e/f	Interview points now worth up to 25 points each rather than 15 to account for removal of old I.1a.	(See I.1a)

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Element J: Health and Safety Committee and Representative		
J.1a (Removed)	Does the company have a health and safety representative policy or procedure in place which includes all legislated requirements for a health and safety representative?	(Partnerships, old #47 Rescinded)
J.1b	Review the health and safety committee terms of reference or meeting minutes to establish the company has health and safety representation appropriate for the size of its workforce, <u>and as per legislated requirements</u> . (Added and as per legislated requirements)	(Partnerships #49)
J.1c	Are the names and contact information of the health and safety committee members or representative readily available? (Removed 'posted' and updated guidelines to match.)	(Partnerships #56)

3.0 REFERENCE DOCUMENTS

Appendix B NEW Partnerships Audit Criteria, Government of Alberta (March 2022)

ENERGY SAFETY CANADA COR Audit Protocol 2018 v 3.0

Alberta OHS Act and Code Changes December 31, 2021

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