

You will notice some changes to the flow and formatting of your SECOR Audit Request and submission steps from previous audits. These changes were made to make the process easier and more consistent.

PART 1 | SECOR AUDIT REQUEST

Login remains the same:

- Go to EnergySafetyCanada.com
- Click on the Sign In button or the My Account tab.

Accessing the Auditor Portal remains the same:

- Click Auditor Portal to open the options.
- Click Register a SECOR Audit OR the “New SECOR Audit Request” at the top of the menu (Figure 1).

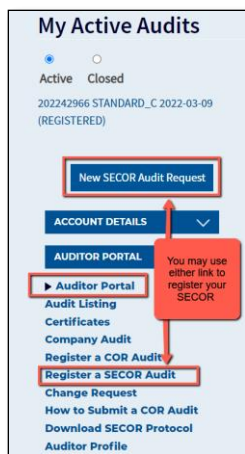
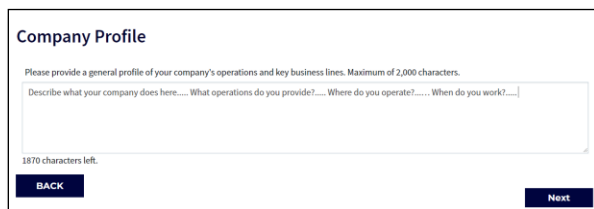


Figure 1-New SECOR Audit Request

SECOR Audit Request - Summary of Changes

- There are additional details on refresher training requirements.
- The entry for the Company Profile is no longer an upload. Instead, text is entered directly into a text box (Figure 2). This information will be stored in the company file and appear each time you audit. It can be edited if there are changes.

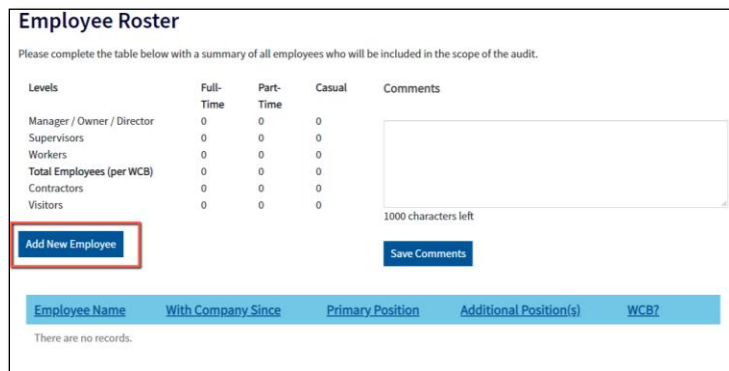


The screenshot shows the 'Company Profile' form. It has a title 'Company Profile' and a subtitle 'Please provide a general profile of your company's operations and key business lines. Maximum of 2,000 characters.' Below this is a large text input field with the placeholder text 'Describe what your company does here..... What operations do you provide?..... Where do you operate?..... When do you work?.....'. At the bottom left of the text box, it says '1870 characters left.' Below the text box are two buttons: 'BACK' and 'Next'.

Figure 2-Company Profile Field

Employee Roster

This is new function in the online tool that eliminates the need to upload a form with the information. Ensure all employees are added to the table.



Employee Roster

Please complete the table below with a summary of all employees who will be included in the scope of the audit.

Levels	Full-Time	Part-Time	Casual	Comments
Manager / Owner / Director	0	0	0	
Supervisors	0	0	0	
Workers	0	0	0	
Total Employees (per WCB)	0	0	0	
Contractors	0	0	0	
Visitors	0	0	0	

1000 characters left

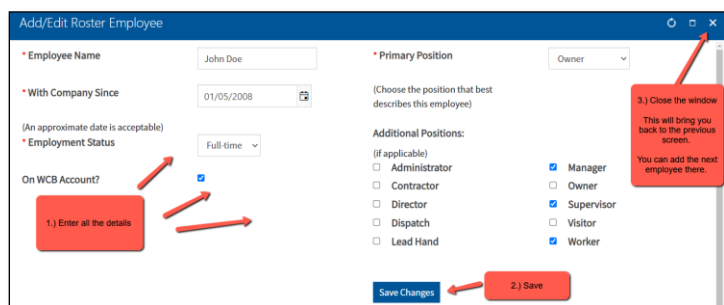
Add New Employee **Save Comments**

Employee Name	With Company Since	Primary Position	Additional Position(s)	WCB?
There are no records.				

Figure 3-Employee Roster

Using the Roster

- To start, click on the Add New Employee button (Figure 3).
- Enter the employee's details (Figure 4).
 - Provide their exact date of hire if it was in the past 12 months. If longer than 12 months ago, provide an estimate.
 - Confirm if the person is covered under the company's WCB account.
 - Only include Additional Positions if different than the Primary Position.
- Click Save Changes.
- To close the window, click the "X" in the corner.



Add/Edit Roster Employee

* Employee Name: John Doe

* With Company Since: 01/05/2008

(An approximate date is acceptable)

* Employment Status: Full time

On WCB Account? ☒

Primary Position: Owner

(Choose the position that best describes this employee)

Additional Positions: (if applicable)

☐ Administrator ☒ Manager

☐ Contractor ☐ Owner

☐ Director ☒ Supervisor

☐ Dispatch ☐ Visitor

☐ Lead Hand ☒ Worker

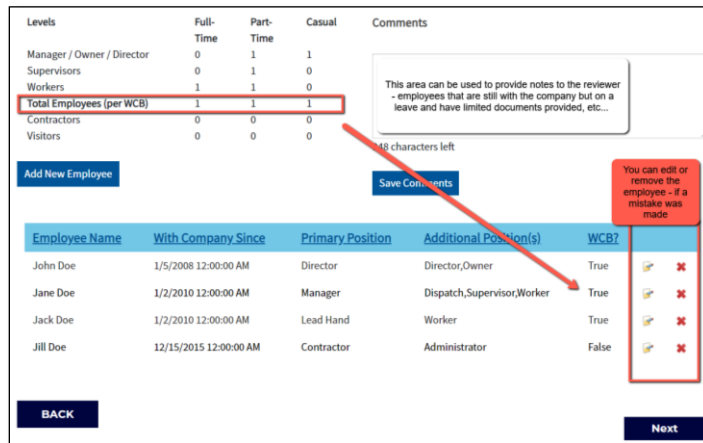
Save Changes **2.) Save**

3.) Close the window
This will bring you back to the previous screen. You can add the next employee there.

Figure 4-Using the Roster

Additional Entries:

- Continue to add all employees to the profile by clicking the Add New Employee button.
- New entries are summarized in the table
- You can also edit entries from this screen (Figure 5).



The screenshot displays the 'Levels' section with a table of employee counts and a 'Comments' field. Below this is a table of employee entries with columns for Name, With Company Since, Primary Position, Additional Position(s), and WCB?.

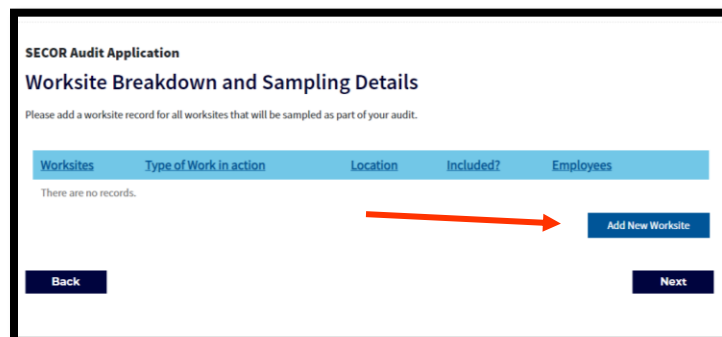
Levels	Full-Time	Part-Time	Casual	Comments
Manager / Owner / Director	0	1	1	This area can be used to provide notes to the reviewer - employees that are still with the company but on a leave and have limited documents provided, etc... 49 characters left
Supervisors	0	1	0	
Workers	1	1	0	
Total Employees (per WCB)	1	1	1	
Contractors	0	0	0	
Visitors	0	0	0	

Employee Name	With Company Since	Primary Position	Additional Position(s)	WCB?	
John Doe	1/5/2008 12:00:00 AM	Director	Director, Owner	True	
Jane Doe	1/2/2010 12:00:00 AM	Manager	Dispatch, Supervisor, Worker	True	
Jack Doe	1/2/2010 12:00:00 AM	Lead Hand	Worker	True	
Jill Doe	12/15/2015 12:00:00 AM	Contractor	Administrator	False	

Figure 5-Editing Entries

Worksite Breakdown and Sampling Details

This is also new function in the online tool. It allows employers to add worksites and sampling (Figure 6) and eliminates the need to upload a form with the information.



The screenshot shows the 'SECOR Audit Application' interface with the 'Worksite Breakdown and Sampling Details' section. It includes a table with columns for Worksites, Type of Work in action, Location, Included?, and Employees. A red arrow points to the 'Add New Worksite' button.










Worksites	Type of Work in action	Location	Included?	Employees
There are no records.				

Figure 6-Adding a Worksite

SECOR Audit Application

Worksite Breakdown and Sampling Details

Please add a worksite record for all worksites that will be sampled as part of your audit.

Worksites	Type of Work in action	Location	Included?	Employees	
Field location #1	Excavating	Grande Prairie, AB	True	3	  
Head Office	Administrative	Calgary, AB	True	4	  
Shop / Yard	Maintain & Storage of equipment	Grande Prairie, AB	True	2	  

Use this area to edit or remove worksites

Export -

Click to add worksites

Add New Worksite

Back Next

Figure 7-Worksite Breakdown and Sampling Details

Add/Edit Worksite

* Worksite Name: Field location #1 (e.g. Main office, Machine Shop, Customer site)

* Tasks Performed: Excavating (e.g. typical tasks, equipment used, etc.)

* City: Calgary

* Province: Alberta

Included in this audit? ☒

* No. of Employees: 3

Check if your audit will include sampling from this worksite

Please provide number of employees at this site.

1.) Fill in the details above

2.) Save changes

3.) Close this window

SAVE CHANGES

Figure 8-Adding a Worksite

PART 2 | AUDIT SUBMISSION

Access the registered audit by logging into your account and clicking on the Auditor Portal. Under My Active Audits (Figure 8), there is a link to your audit.

My Active Audits

Active Closed

202242966 STANDARD_C 2022-03-09 (REGISTERED)

New SECOR Audit Request

ACCOUNT DETAILS

AUDITOR PORTAL

Auditor Portal

Audit Listing

Certificates

Company Audit

Register a COR Audit

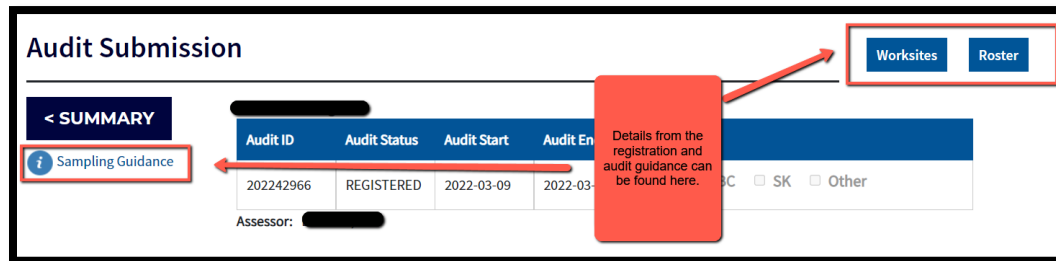
Register a SECOR Audit

Figure 9-My Active Audits

Audit Submission – Summary of Changes

Some minor formatting changes were made (Figure 9).

NOTE: There were **no changes** to the audit questions or scoring for 2022.



The screenshot shows the 'Audit Submission' page with the '< SUMMARY' tab selected. A red box highlights the 'Sampling Guidance' link. A red arrow points from a text box to the 'Worksites' button. The table below shows audit records.

Audit ID	Audit Status	Audit Start	Audit End	Assessor	Worksites	Roster
202242966	REGISTERED	2022-03-09	2022-03-09		<input type="checkbox"/> SK	<input type="checkbox"/> Other

Details from the registration and audit guidance can be found here.

Figure 10-Audit Submission Page

If you require support, please contact us at CORInfo@EnergySafetyCanada.com or 1-800-667-5557 option 3.