Guide to SECOR Online Tool Enhancements | April 2022

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).
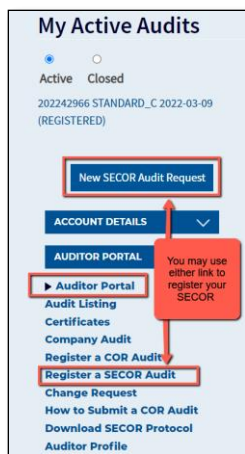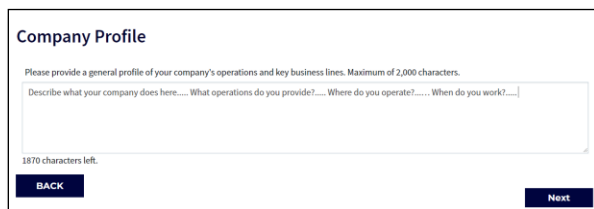

Figure 1-New SECOR Audit Request

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.
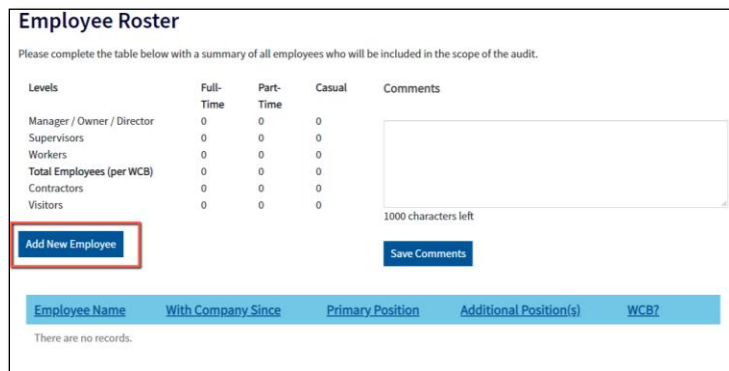

Figure 2-Company Profile Field

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.
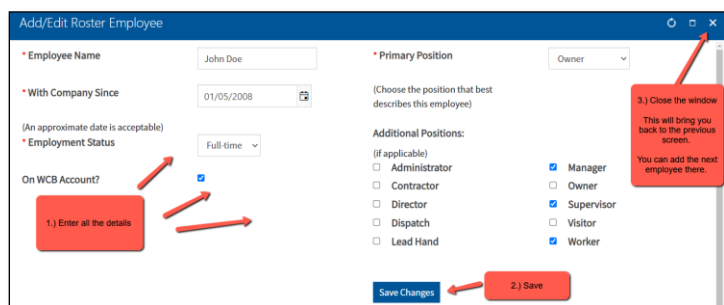
Figure 3-Employee Roster

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.
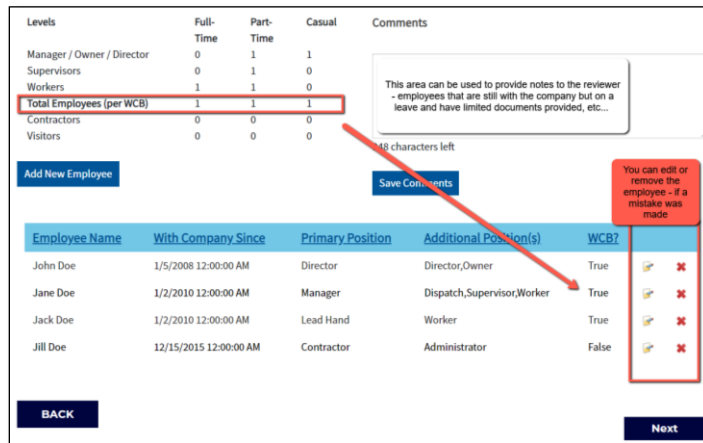
Figure 4-Using the Roster

Current approved documents are maintained online. Printed copies are uncontrolled.

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).

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.

Figure 6-Adding a Worksite

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Figure 7-Worksite Breakdown and Sampling Details

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.
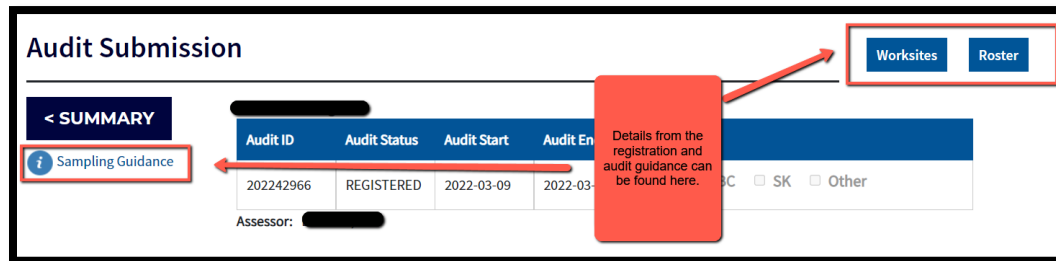

Figure 9-My Active Audits

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.

Figure 10-Audit Submission Page

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

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