



Enform External Auditor - FAQs

What are the pre-requisites required to become an Enform external auditor?

Any one of the following:

1. The applicant must be a Canadian Registered Safety Professional (CRSP) or a Certified Safety Professional (CSP) and experience in five of the past 10 years practicing health and safety in a full time position.
2. The applicant must hold an approved Occupational Health & Safety Certificate or diploma from one of the accepted institutions listed below and experience in five of the past 10 years practicing health and safety in a full time position.
3. The applicant must be recognized as a Health & Safety Management System Auditor (CHSMSA) designation with at least a two-year diploma/degree from an accredited college/university and experience in five of the past 10 years practicing health and safety in a full time position.
4. Hold a valid CHSMSA designation and demonstrate practising health and safety for seven of the past 10 years.

When must existing auditors meet the new external auditor requirements?

All existing external Enform auditors are required to meet the standard by June 30, 2010. There will be no Grandfathering of external auditors.

When is the last date to submit an audit for auditors who are not planning to meet the new standard?

The first day of on-site activities must be on or before June 30, 2010.

Are all certificate, diploma or degree programs accepted?

No - Eligible certificate, diploma or degree programs must meet the following requirements:

- 1) Be issued from an accredited institution
- 2) Consist of a minimum of 300 hours of classroom instruction and/or self-study
- 3) Cover the following ten applications-based core competencies:

Accident Theory	Incident Investigation
Safety Techniques/Technology	Occupational (Industrial) Hygiene
Emergency Preparedness and Response	Risk Management
Ergonomics	OHS Law and Ethics
OHS Legislation/Regulations	Safety Management Systems

Which certificate, diploma or degree programs are currently accepted?

The following programs meet the criteria for acceptable educational programs:

Educational Institution:	Program:
BCIT*	OHS Certificate
BCIT	OHS Diploma
University of Alberta	OHS certificate Program
NAIT	Occupational Health and Safety Diploma
University of Calgary	HSE Certificate Program - Specializing in Safety

Ryerson University	BASc – OHS
Ryerson University*	OHS Certificate
University of New Brunswick*	CHSEP Certificate
University of Fredericton*	CHSEP Certificate – Advanced Certificate Level only**

* Indicates programs that are available through distance education

****Please contact the COR Department before choosing your optional courses and/or practicum within the Advanced Certificate Level to determine their suitability to the existing Enform standard for External Auditor requirements.**

How do I know if my OHS program will be accepted as meeting the educational requirements to become an external auditor?

The program will need to be assessed. In order to assess a program, the external auditor applicant must provide the following information for analysis:

- Proof of Program Completion - Copy of Certificate, Diploma or Degree
- Complete list of Program Transcripts
- List of Program Courses which includes:
 - o Course description
 - o Number of hours credited

Are any other safety designations other than the CRSP accepted?

There are two safety designations that will be considered to have met the minimum educational requirements to become an Enform external auditor:

- 1) Canadian Registered Safety Professional (CRSP)
- 2) Certified Safety Professional (CSP)

How many years work experience is required to become an external auditor?

In order to qualify as an Enform external auditor, the auditor applicant must demonstrate at least five (5) years work experience as a safety professional in the last ten (10) years in a full time position.

What is meant by ‘Safety Professional’?

In order to be considered as a ‘safety professional’ position, the following requirements must be met:

- o The position must be full time
- o The Health and Safety function of the position must be greater than 50%
- o The position must be at a professional level
- o The position’s responsibility must be the prevention of harm rather than responding to harmful event
- o The position must have a broad scope of OHS duties

How will work experience be verified?

Work experience will be verified by examining work history, job descriptions and Professional Reference Forms (PRF).

It is the applicant's responsibility to have their references complete the PRFs and submit to Enform. PRFs are to be completed by current supervisor and supervisor(s) from previous positions. In the case of consultants, the PRFs should be completed by recent clients. PRFs must cover five (5) years of work experience as a safety professional.

What if I do not want to provide References from my current and/or a past employer?

Enform needs to verify that applicants meet the minimum experience requirements. Applicants must provide enough references to verify that they have at least five (5) years as a safety professional in the last ten (10) years.

The Professional Reference Forms (PRF) are not asking qualitative questions, just confirming employment & duties.

What steps are involved in becoming an external auditor?

The following steps must be taken in order to become certified as an External Auditor:

- 1) Completion of Enform's two-day [Safety Program Development Course](#)
 - This two-day course must be completed before you can register for the 5-day Auditor course
- 2) Complete [External Auditor Application](#) and supporting documentation and submit to Enform for review two months before the desired course date
- 3) Have references complete the [Professional Reference Forms](#) and submit to Enform
- 4) Upon approval by Enform; register and complete Enform's five-day [Certified Health and Safety Auditors Program](#) and achieve at least 80% on the final exam
- 5) Review and sign acceptance of the [Auditor Code of Ethics/Conflict of Interest Guidelines](#) prior to starting the Student Qualification Audit
- 6) Submit Student Qualification Audit to Enform for review within six (6) months of completing the auditor course
- 7) Completion of all modules of Enform's [Petroleum Safety Training \(PST\) orientation](#)
 - CSTS training will be accepted as equivalent

Is there any way to challenge the two-day Safety Program Development Course?

Not currently. All external applicants are required to complete the Safety Program Development Course as a pre-requisite to taking the Certified Health and Safety Auditors Program.

Is there any training that is considered equivalent to the Enform Petroleum Safety Training (PST)?

Yes, the Construction Safety Training System (CSTS) will be accepted as equivalent to the Enform PST training.

Are internal auditors who want to become external required to retake the auditor's course?

No - The following steps must be taken in order to move from being an internal auditor to a certified external auditor:

- 1) Complete [External Auditor Application](#) and supporting Professional Reference Forms and submit to Enform for review
- 2) Have references complete the [Professional Reference Forms](#) and submit to Enform
- 3) Completion to Enform's [Petroleum Safety Training \(PST\) orientation](#)
 - CSTS training will be accepted as equivalent
- 4) Existing Internal (maintenance) auditors who took their auditor training prior to November 17th, 2008, must also take a one day [Petroleum Industry Auditor Seminar](#) to be certified to perform external COR audits for Enform

Who should I contact for information about the training courses?

Please contact the registration department at 1 (800)-667-5557 for further information on these courses.

Who should I contact if I have additional questions about becoming an external auditor?

For any questions regarding the external auditor qualifications or process, please contact the COR Call Centre at 1 (800) 667 5557 option 3.