

TEAM AUDIT

Effective Date: April 28, 2026
Owned by: Safety Audits and Certifications

Approval: Andy Reimer
Approved By: Andy Reimer

Next Review: April 28, 2029

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	December 11, 2018	Melissa Mass	This is the first revision of the Team Audit. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.
1.1	March 12, 2021	Shannon Senga	Review and update to current
1.2	May 24, 2023	Kristen O'Hara	3 Year Review
2.0	April 28, 2026	Courtney Christie	Replace ECompliance with Online Audit Tool Steps, Reduced duplication.

 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 Procedure.

Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Shannon Senga	Program Administrator, Safety Audits and Certifications
Courtney Christie	Audit Specialist, Safety Audits and Certifications

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1.0 ABOUT THIS PROCEDURE

1.1 Purpose and Direction

This procedure defines the circumstances under which audits would be performed by a team of auditors rather than an individual auditor.

- Team audits are available under the Certificate of Recognition (COR).
- All auditors participating in the audit must adhere to the Auditor Code of Ethics.
- All team audits will be documented and reported using the most current online audit tool.

A team audit may be performed under the following conditions:

- The employer is too large for one auditor to manage on their own (e.g. multiple sites, more than 500 employees)
- To provide an opportunity for multiple certified auditors to participate as a means of maintaining auditor status
- To provide an opportunity for a student auditor to participate in an audit for qualification purposes. Only one student auditor is permitted in a team audit.

The level of participation of the auditors in a team audit will be determined by:

- Audit type: certification or maintenance
- Auditor type: certified, student, or corporate

1.2 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.



2.0 PROCEDURE

2.1 Initiate and Register a Team Audit

1. Confirm the audit meets the criteria for a team audit (e.g., multiple sites, large workforce, auditor maintenance participation, or approved student participation).
2. Employer logs into the Auditor Portal and starts the Audit Registration.
3. Employer completes the first part of the registration, selecting the correct start date, audit type (Team Audit), and Lead Auditor.

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4. Lead Auditor completes the registration details in the online audit tool by selecting the option indicating multiple auditors and entering team auditor names for the site(s) they will support.
5. Lead Auditor submits the completed audit registration.

2.2 Energy Safety Canada Reviews and Activates the Registration

1. Energy Safety Canada reviews the submitted registration request to confirm all required information is present.
2. Energy Safety Canada confirms the credentials of all auditors on the team.
3. Energy Safety Canada adds the additional team auditors to the registration and updates the audit status to Registered.
4. Once registered, team auditors gain access to the onsite data collection tools. Only the Lead Auditor has access to the Final Report Writing Tool.

2.3 Complete Onsite Data Collection

1. Lead Auditor confirms the audit plan (including team member assignments by site/area) and communicates roles and expectations to the employer and the audit team.
2. Team members complete assigned data gathering activities within the prescribed timeframe, following the sampling plan and using the online audit tool for data entry as applicable.
3. Lead Auditor monitors progress to ensure the data collection portion is completed on time and that all required evidence is captured for the full audit scope.

2.4 Prepare, Submit, and Revise the Audit Report

1. Lead Auditor compiles information gathered by all team auditors and ensured it is recorded accurately in the audit report (including results from any student audit activities, if applicable).
2. Lead Auditor prepares the final report using the Final Report Writing Tool and submits it to Energy Safety Canada by the required deadline.
3. Energy Safety Canada completes quality assurance review of the submitted audit report.
4. If revisions or resubmissions are required, the Lead Auditor is responsible for completing them and resubmitting them within the required timeframe, unless extenuating circumstances prevent this.

2.5 Special Requirements (Student and Corporate Auditors)

- Only one Student Auditor is permitted per team.

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- If the team includes a Student Auditor, the Student Auditor must act as the Lead Auditor and is responsible for writing and submitting the audit report representing the full organization audit scope.
- Student Auditors can only actively participate in maintenance or baseline audits.
- If a student audit that is part of an overall team audit does not meet Energy Safety Canada quality assurance requirements, Energy Safety Canada may invalidate the entire team audit.
- Corporate Auditors must be approved by Energy Safety Canada prior to audit registration (see related corporate auditor procedure and forms).



3.0 ON-LINE AUDIT TOOL

- The online audit tool is used to register, complete, and submit audits.
- Use the online audit tool to complete the registration and submission steps described in Section 2.0 (Procedure).
- Only the Lead Auditor will have access to the Final Report Writing Tool.

4.0 ROLES AND RESPONSIBILITIES

- Certified External Auditor can perform all audit functions, including the lead auditor for certification and maintenance audits.
- Certified Internal Auditor can perform all audit functions, including lead auditor for maintenance audits.
- Audit Report Writer is responsible for writing and submitting the final audit report.
- Lead Auditor is responsible for overall audit activities and timelines, including coordinating team member assignments and ensuring the final report is submitted on time.
- Team Members complete assigned tasks within the designated timeframe and follow the sampling plan for their assigned area(s)/site(s).
- Energy Safety Canada reviews team audit registrations for completeness, confirms auditor credentials, adds additional team auditors to the registration, and conducts quality assurance review of submitted audit reports.
- Employer completes the first part of the Audit Registration in the Auditor Portal and selects the correct start date, Team Audit type, and Lead Auditor.
- Student Auditors can only actively participate in maintenance or baseline audits. Only one Student Auditor is permitted per team. If the team includes a Student Auditor, the Student Auditor must act as the Lead Auditor and is responsible for writing and submitting the audit report representing the full organization audit scope.

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- Student Auditor quality assurance: if a student audit that is part of an overall team audit does not meet Energy Safety Canada quality assurance requirements, Energy Safety Canada may invalidate the entire team audit.
- Corporate Auditors must be approved by Energy Safety Canada prior to audit registration.
- Student Auditors are not permitted to complete virtual observations; however, if an experienced auditor on the team will be leading the virtual observation, Energy Safety Canada will review and approve on a case-by-case basis.

Employer	<ul style="list-style-type: none"> • Complete the first part of the Audit Registration ensuring to select the correct Team Audit Type.
Lead Auditor	<ul style="list-style-type: none"> • Be clearly identified • Provide a sampling plan for all team members if requested by Energy Safety Canada • Participate in the data gathering activities for all three validation methods • Responsible for ensuring all information gathered from all team auditors is recorded in the audit report. This also includes results from any student audits • Responsible for all audit activities and audit timelines • Responsible for identifying all other team members and their roles. • The information should note the areas or site(s) the members audited
Team Members	<ul style="list-style-type: none"> • Be assigned areas indicated in the sampling plans. • Complete all tasks as assigned within the designated time frame
Student Auditor	<ul style="list-style-type: none"> • Finish the registration of the audit as a student audit for the purpose of qualification. • Participate in all levels of audit activities (pre-audit and post-audit meetings, document review, observations and interviews etc.) • Responsible for writing and submitting an audit report. Failure to submit the audit report could result in the invalidation of the entire team audit

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Corporate Auditor	<ul style="list-style-type: none">• Seek approval by Energy Safety Canada before audit registration
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5.0 REFERENCE DOCUMENTS

Energy Safety Canada-SAC-PRO-102 Conducting a Team Audit Procedure

Energy Safety Canada-SAC-PRO-039 Use of Corporate Auditors

Energy Safety Canada-SAC-CFT-021 Application for an Employer to use Corporate Auditors

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