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 practicing health and safety for seven of the past 10 years.

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:

<table>
<thead>
<tr>
<th>Accident Theory</th>
<th>Incident Investigation</th>
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</thead>
<tbody>
<tr>
<td>Safety Techniques/Technology</td>
<td>Occupational (Industrial) Hygiene</td>
</tr>
<tr>
<td>Emergency Preparedness and Response</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>DHS Law and Ethics</td>
</tr>
<tr>
<td>OHS Legislation/Regulations</td>
<td>Safety Management Systems</td>
</tr>
</tbody>
</table>
**Which certificate, diploma or degree programs are currently accepted?**

The following programs meet the criteria for acceptable educational programs:

<table>
<thead>
<tr>
<th>Educational Institution</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIT*</td>
<td>OHS Certificate</td>
</tr>
<tr>
<td>BCIT</td>
<td>OHS Diploma</td>
</tr>
<tr>
<td>University of Alberta</td>
<td>OHS certificate Program</td>
</tr>
<tr>
<td>NAIT</td>
<td>Occupational Health and Safety Diploma</td>
</tr>
<tr>
<td>University of Calgary</td>
<td>Health, Safety &amp; Environmental Certificate</td>
</tr>
<tr>
<td>Ryerson University</td>
<td>BASc – OHS</td>
</tr>
<tr>
<td>Ryerson University*</td>
<td>OHS Certificate</td>
</tr>
<tr>
<td>University of New Brunswick*</td>
<td>CHSEP Certificate</td>
</tr>
<tr>
<td>University of Fredericton*</td>
<td>CHSEP Certificate – Advanced Certificate Level only**</td>
</tr>
</tbody>
</table>

* 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:
  - Course description
  - Number of hours credited

** Are any other safety designations other than the CRSP accepted?**

There are two safety designations that will considered to have meet 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?
This is dependent on which professional safety designation the candidate holds or the level of OH&S education they have completed. Please refer to the first FAQ above.

What is meant by ‘Safety Professional’?
In order to be considered as a ‘safety professional’ position, the following requirements must be met:
- The position must be full time
- The Health and Safety function of the position must be greater than 50%
- The position must be at a professional level
- The position’s responsibility must be the prevention of harm rather than responding to harmful events
- 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 at minimum, 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, depending on their professional designation or OH&S education level.

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 all modules of Enform’s Petroleum Safety Training (PST) orientation
   - CSTS training will be accepted as equivalent
2. Complete the External Auditor Application form online at My Enform and upload the supporting documentation two months before the desired course date
3. Have the completed Professional Reference Forms ready for uploading at time of application (Professional Reference Forms are available as a download in the second page of the External Auditor Application form)
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 the Enform Auditor Code of Ethics and the Enform Auditor Performance Management policy (available at My Enform) and sign the acceptance of the Enform Certified Auditor’s Agreement 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

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 Enform’s Petroleum Safety Training (PST) orientation including all modules.
   - CSTS training will be accepted as equivalent
2. Complete the External Auditor Application online at www.enformconnect.ca and upload all requested documentation for review.
3. Have completed Professional Reference Forms on-hand and ready to be uploaded

Who should I contact for information about the training courses?

Please contact the registration department at 1 (800)-667-5557 or customerservice@enform.ca for further information on these courses. Interested applicants should also request a username and password for Enform Connect at www.enformconnect.ca. All applications must go through this online portal.

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 or email corinfo@enform.ca