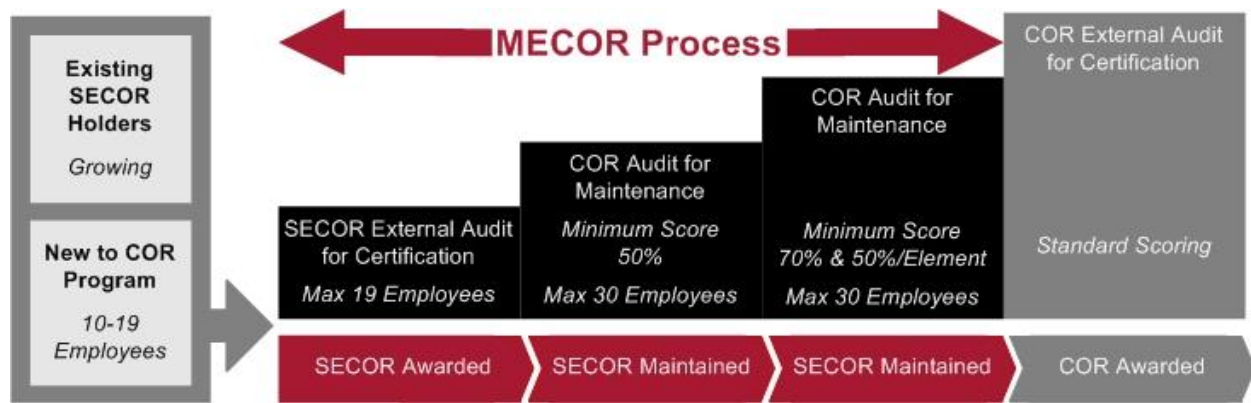


The MECOR Process: Supporting Small Company Growth in the Oil and Gas Industry

Enform’s COR program has always had a distinct track for companies with 10 or fewer employees, known as the Small Employer Certificate of Recognition (SECOR) program. However as SECOR companies grow past 10 employees and for new companies entering the COR program with 10-19 employees, regular COR program demands can be challenging. To help companies bridge the gap between SECOR and COR, Enform is introducing the Medium Employer Certificate of Recognition (MECOR) process in 2012.

The MECOR process starts with a SECOR audit, but it must be performed by an external auditor. Once a company is SECOR certified, the annual maintenance of the certification is done with the regular COR audit protocol with gradually increasing passing requirements (50% overall in the first maintenance year, 70% overall and no less than 50% on individual elements in the second maintenance year). Companies may use either an external or internal Enform Certified Health and Safety Auditor to perform these maintenance audits. At the end of the three year MECOR process, companies should have a health and safety management system in place ready for a standard COR certification audit.



In the following pages you will find Enform’s official MECOR Process policy and procedure. If you would like to discuss any company’s possible participation in the MECOR Process or if you have further questions about the MECOR Process any other SECOR/COR related questions, call us at 1.800.667.5557 ext 3 or email us: corinfo@enform.ca



ENFORM HEALTH AND SAFETY PROGRAM CERTIFICATIONS POLICY & PROCEDURE:

6.5 Medium Employer Certificate of Recognition (MECOR) Process

Background

The Medium Employer Certification of Recognition (MECOR) process provides small employers in the SECOR program and new employers with less than 20 employees a graduated process for achieving a regular COR. With this process, employers undergo a SECOR External Audit for certification followed by two maintenance years in which the regular COR audit protocol is applied.

Policy

6.5.1 The MECOR process is available to:

6.5.1.1 Existing Enform SECOR holders.

- Existing Enform SECOR holders who have grown beyond Enform's standard of 10 employees or less for SECOR eligibility are still eligible for the MECOR process if they have less than 20 employees when performing their first MECOR process audit.

6.5.1.2 Employers who are new to the COR Program who have less than 20 employees.

- The owner(s) and any person covered by the employer's WCB account are included in the number of "employees".

6.5.2 If at any point in the MECOR process an Employer exceeds 30 employees, they would transition out of the MECOR process and perform a COR Certification Audit for their next scheduled audit.

6.5.3 The following Employers are not eligible to participate in the MECOR process:

6.5.3.1 Any Employer who currently holds or has ever held a regular COR.

6.5.3.2 Any Employer who has completed a full MECOR cycle.

6.5.3.3 Any Employer who has been failed to meet the MECOR standard while in the MECOR process.

6.5.4 The MECOR process is completed over a three-year cycle:

6.5.4.1 Year One: A SECOR External Audit is conducted that follows all the policies and procedures for a SECOR External Audit including:

- The requirement that the owner, most senior operational person, or an employee familiar with the overall work operation successfully complete the Enform Safety Program Development Course.

- The requirement to use an Enform Certified External Health and Safety Auditor.
- The audit must score at least 80% overall and at least 50% in each element.
- The Employer receives a SECOR certificate following a successful audit that remains valid for the remainder of the MECOR process if successfully maintained.

6.5.4.2 Year Two: A COR Maintenance Audit is conducted using either an External or Internal Enform Certified Health and Safety Auditor. This audit follows the policy and procedure for a COR Maintenance Audit with two exceptions:

- Unique MECOR scoring requirements are applied—the audit must score at least 50% overall.
- The Employer maintains their SECOR certificate.

6.5.4.3 Year Three: A COR Maintenance Audit is conducted using either an External or Internal Enform Certified Health and Safety Auditor. This audit follows the policy and procedures for a COR Maintenance Audit with two exceptions:

- Unique MECOR scoring requirements are applied—the audit must score at least 70% overall and at least 50% in each element.
- The Employer maintains their SECOR certificate.

Procedure

In advance of registering for the MECOR process:

Enform:

- Discusses the suitability of the MECOR process with SECOR Employers experiencing or projecting growth or with Employers with less than 20 employees interested in entering the COR program.
- Applies the above policy in determining the eligibility of the Employer for the MECOR process.

In advance of registration of their first audit in the MECOR process:

The Employer:

- Has the owner, most senior operational person, or an employee familiar with the overall work operation complete the Enform Safety Program Development Course.
 - If the Employer is already in the SECOR Program and has met the Enform Safety Program Development Course and Refresher Course requirements, they may proceed into the MECOR process without repeating the Enform Safety Program Development Course.

In Year One of the MECOR Audit Cycle:

The Auditor:

- Registers an External SECOR Audit on behalf of the Employer with Enform.
- Performs a SECOR External Audit for the Employer as per the policy and procedure governing this type of audit.

Enform:

- Performs a QA Review on the External SECOR Audit and approves/rejects the audit as per the policy and procedure for this type of audit.
 - The scoring requirement for certification with this audit is a minimum of 80% overall and at least 50% in each Element.
- Awards or recommends the appropriate governing body award a Three Year SECOR certificate to those Employers who succeed in their External SECOR Audit.

In Year Two of the MECOR Audit Cycle:

The External or Internal Auditor:

- Registers a COR Maintenance Audit on behalf of the Employer with Enform.
- Performs COR Maintenance Audit for the Employer as per the policy and procedure governing this type of audit.

Enform:

- Performs a QA Review on the COR Audit and approves/rejects the audit as per the policy and procedure for this type of audit.
 - The scoring requirement for certification with this audit is a minimum of 50% overall.
 - Records the successful maintenance of the Employer's SECOR Certification for all approved audits.

In Year Three of the MECOR Audit Cycle:

The External or Internal Auditor:

- Registers a COR Maintenance Audit on behalf of the Employer with Enform.
- Performs COR Maintenance Audit for the Employer as per the policy and procedure governing this type of audit.

Enform:

- Performs a QA Review on the COR Audit and approves/rejects the audit as per the policy and procedure for this type of audit.
 - The scoring requirement for certification with this audit is a minimum of 70% overall and at least 50% in each Element.
- Records the successful maintenance of the Employer's SECOR Certification for all approved audits.
- Informs the Employer of their completion of the MECOR process and the necessity to perform a COR Certification the following year to maintain their COR status.

Approval

Paula M.A. Campkin, MBA, CRSP
Manager, Operations
Health & Safety Program Certifications