

Teleconference Meeting

Auditors Attendees	
Leslie Stoch	Simeon F. Go
Inderpal (Indy) Jaswal	John Smicklas
Santosh Vasudevan	Daljit Cheema
ESA Attendees	
Jason Hrycshyn	Jason Lay
Auditors not in Attendance	
Leila Sepahi	

Other Attendees

None

1	Attendee Introductions
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2	Feedback from Auditors
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- ESA requested to hear from Auditors about the Remote Audits and any challenges. ESA was informed that while not as effective as In-Person Audits, Remote Audits can be effectively performed. ESA was informed that there isn't any other ESA documentation that needs to be produced, on this topic, at this point in time.
- ESA requested to hear from Auditors about their feedback from LDCs for any Auditor that has discussed performing a Remote Audit. ESA was informed that LDCs will accommodate Remote Audits and that some LDCs are skeptical about Remote Audits. The timelines may have to be altered, but there isn't substantial opposition to Remote Audits. ESA was informed that this type of audit will provide new challenges for both the Auditor and Auditee, but can be effectively completed.



Electrical Distribution Safety

3 Audit Planning

- The meeting participants discussed some Remote Auditing techniques. All techniques below are seen as effective methods of auditing.
 - o Relying, perhaps more than in prior audits, on the LDC’s Audit Co-ordinator to ensure people and materials are scheduled. With many of the LDC staff expected to be working from home and may not have access to the documents they normally would have accessible, this could cause unique issues and/or delays.
 - o Documents put on a USB drive and mailed to the Auditor.
 - o Documents put on a virtual drive (e.g. Google Drive or Drop Box) to be shared between Auditor and Auditee. Some LDCs also have internal electronic file deposits that perhaps can be accessed by the Auditor.
 - o The challenges with paper documentation were discussed. Attestations were discussed in this meeting with more information below.
 - o An Auditor shared some documentation for all the Auditors to review. The documents were forwarded with these Meeting Minutes.

4 Audits and Audit Report

- ESA requested that Auditors indicate on the Audit Report, near the beginning, that the audit was a Remote Audit. In the future this may be valuable information for the reader.
- ESA recognized that field visits will not be effective, when the audits are performed remotely. ESA is not looking for field visits to occur when the audits are performed remotely.
- ESA recognized that attestations by LDC persons are a good method of verifying that a process is being complied with or for other verifications. ESA stated that documentation similar to the Declaration of Compliance would be suitable to request from LDCs, for Auditors that wanted/needed this information to complete their audits. Depending on the topic, the Auditor may wish for a Competent Person to sign an attestation, which is an expansion of the P.Eng, Officer, Board of Director member identified by the Declaration of Compliance.
- ESA recognizes that Remote Audits may take significantly longer to complete than In-Person Audits. ESA also accepts that multiple audits may be occurring simultaneously, due to the nature of Remote Audits.

5 Other Issues

- ESA recognized that Remote Audits will be allowed to occur after the directions for self-isolation are removed by the government. ESA will inform Stakeholders on this specific issue and don’t have to follow announcements by the government. ESA will seek input from Stakeholders and will produce a bulletin with auditing information. ESA stated that its goal is to return to In-Person Audits, but would not rush the return of them.