

OHSAS 18001

INTERNAL OHSMS AUDITOR TRAINING COURSE (2 days)

4 Workshops

Objective

On successful completion, delegates will be trained Auditors, competent to audit their own organization:

- Be able to prepare, plan, conduct internal audits,
- Be able to report the results whilst identifying efficiencies and opportunities for improvement of the Management Systems.

Interactive learning techniques are used to maximize delegate participation, including workshops designed to broaden the knowledge of system and audit applications.

Further, the delegate will be made aware of good current practices and be encouraged to develop constructive audit skills through analysis and self appraisal.

Persons who should attend this course include:

- Personnel who audit within their own organization.



Overview

Why Audit?

OHSAS 18001:2007 is a management tool which can be used by an organization to better affect its occupational health and safety management policies and programmes.

It is essential for an organization to understand its performance against its requirements; and whenever possible, to identify opportunities for improvement. To achieve these objectives, an organization must set out to conduct internal reviews. These are called *internal audits*.

Internal audits are mandated in OHSAS 18001:2007 through the clause 4.5.5.

The intent of this process is to ensure the organization's knowledge of itself and how it is performing to its requirements. This process is charged to the internal auditor, whether developed from within or hired from outside.

Success in the auditing process is characterized by reliance on a number of principles. These principles make the audit experience an efficient and reliable tool in support of management policies and controls, providing information on which an organization can act to improve its performance.

Course Content ... See Reverse

Course Content

Day 1: 8:30 a.m. - 6:00 p.m.

Introduction

- Course Programme
- Course Learning Objectives
- Delegate Responsibilities
- Continuous Assessment Process
- Guidelines for Auditors

Management Systems

- Introduction to OH&S Management Systems
- Benefits of OH&S Management Systems
- OH&S Management System
- Key Vocabulary
- OHSAS 18000 Series
- OH&S Management System Model
- OH&S Management System Principles
- Hazard Identification, Risk Assessment and Risk Control

Questionnaire No. 1

Audit Process

- Why Audit?
- Internal Audit Cycle
- Internal Audit Requirements (4.5.5)
- Internal Audit Objectives, Effectiveness, Improvement, Conformance Adding Value to the OHSMS and the Organization
- Using Internal Audits for Maintenance, Improvement of OHSMS

Audit Planning

- Internal Audit Programmes
- Audit Criteria
- Preparing the Audit Plan
- Document Review
- Resource Planning
- Preparing Checklists
- Pre-Audit Contact

Questionnaire No. 2

Workshop - Case Study 1 ... Preparing for the Audit

Delegate Review and Day 1 Wrap-up ... General Knowledge Review

End Day 1

Day 2: 8:30 a.m. - 6:00 p.m.

Audit Interviews

- Internal Audits - Opening Meetings
- The Interview
- Gathering Audit Evidence
- Auditing Different Types of Systems and Processes
- Internal Audits - Closing Meetings

Workshop - Case Study 2 ... Conducting the Interview

Audit Reporting

- Purpose and Content of the Internal Audit Report
- Audit Evidence
- Corrective Action
- Opportunities for Improvement

Workshop - Case Study 3 ... Writing Audit Reports

Follow-Up

- Close-out of Audit Findings
- Management Review
- Development of Planned Audit Programmes Based on Audit Findings

Questionnaire No. 3

Workshop - Case Study 4 ... Conducting the Follow-Up Review

Delegate Review and Day 2 Wrap-up ... General Knowledge Review

Close