ISO 45001

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.

From an auditor's perspective, persons who should attend this course include:

- Personnel who audit within their own organization.

Overview

Why Audit?

> **ISO 45001 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 ISO 45001 through the clause 9.2.

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
  ISO 45001 Principles
  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
  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

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