



OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS INTERNAL AUDITOR COURSE

Two Day Programme

Course Objectives :

- To instruct OH&S auditors in the principles and practices specific to auditing for conformance with the national & international accepted norms & regulations relating to OHSAS 18001 requirements.

Learning Objectives :

- Understand the scope and fields of application of OH&S management systems standards and, where application, other criteria and standards against which an audit could be performed.
- Understand the techniques available, process and principles of risk assessment and their significance in the process of self-regulation for all OH&S requirements.
- Identify the requirements of the OH&S management systems standards against which an audit is to be performed.
- Describe the roles and responsibilities of auditors in the context of OH&S management systems audit.
- Plan, prepare, perform and report both verbally and in writing an audit of the management and operation of an organization in accordance with the requirements of established relevant audit criteria.

Notes for Delegates:

1. The program comprising at least 16 hours of theory and workshops. Delegates need to demonstrate their capability as prospective auditors to the tutors by developing their questioning and reasoning skills at all times.
2. To ensure an effective and efficient training, the course itself has a number of time allocations for specific chapters. The training should be conducted in strict adherence to the planned training time-table. **Use of mobile phones, pagers, etc which could disrupt the course is forbidden during the course.**
3. To ensure full understanding of the course, delegates should study the OHSAS 18001 Standard before attending the course.
4. There are two independent elements in the assessment of delegates, both of which shall be satisfied if a delegate is to satisfactorily complete the course.

A continuous assessment of the attitude and performance of the delegates, relating directly to the course learning objectives. **Poor time keeping during the course shall be taken into account during the continuous assessment.**

Candidates need to demonstrate their capability as prospective auditors to the tutors by developing their questioning & reasoning skills at all times. Each delegate shall be required to participate actively in workshops, case studies and auditor role-playing or actual system audit situations as part of the structural class activities. **At least 60% of the course time shall be used for such activities.**

A written examination - delegates may score a maximum of 100 marks, and the pass mark is 60.

DAY 1

TIME FRAME	CONTENTS	REMARKS
0800 – 0830	Course Introduction <ul style="list-style-type: none"> • Notes for Delegates • Course Objectives 	
0830 – 0900	Chapter 1 Introduction to OH&S Standards & Applications	OH&S Course Notes
0900 – 1015	Chapter 2 Interpreting the OHSAS 18001 Requirements Approach: Workshop Based Presentation « <u>Min. 30% of tutoring time on Active Interaction</u> with participants to validate understanding (e.g. demonstration of relevant objective evidence)	OH&S Course Notes
1015 - 1030	Tea Break	
1030 – 1200	Chapter 2 Interpreting the OHSAS 18001 Requirements Approach: Workshop Based Presentation « <u>Min. 30% of tutoring time on Active Interaction</u> with participants to validate understanding (e.g. demonstration of relevant objective evidence)	OH&S Course Notes
1200 – 1300	Lunch	
1300 – 1515	Syndicate Work 1: Desktop Review Role Play <ul style="list-style-type: none"> – Formation of Auditor & Auditee Teams – Appointment of Lead Auditor & QMR – Explain the objectives of this Syndicate Work & roles of Lead Auditors & MRs – Team Review of OH&S documentation & audit notes taking – Consolidation of review findings & write up on transparencies - Presentation by Auditors & acknowledgement by Auditee – Observers’ inputs – Conclusion & Summary by Tutor-in-charge 	IQCS/OHS/O 4 & all applicable supplement documents
1515 - 1530	Tea Break	

1530 – 1630	Chapter 3 Legal Aspects & Local Legislation	OH&S Course Notes
1630 – 1730	Chapter 4: Risk Assessment Techniques	OH&S Course Notes
1730 – 1800	Day 1 Summary & feedback	

Head Office: 100A, Eu Tong Sen Street, #07-02, Pearls Centre Office Podium, Singapore 059813

Tel: +65 67562888 Fax: +65 64988589

Website: <http://www.iqcs.net> e-mail: iqcs@iqcs.net

• DAY 2

TIME FRAME	CONTENTS	REMARKS
0800 – 1015	Chapter 5: The Assessment Process	OH&S Course Notes
1015 – 1030	Tea Break	
1030 – 1125	Syndicate Work 2: OH&S Audit Checklist Preparation <ul style="list-style-type: none"> - Formation of Team Members - Appointment of Team Leaders - Explain the objectives of this Syndicate Work - Group Discussion - Consolidation of discussion & Write-up on Transparencies 	IQCS/OHS/O4 & all applicable supplement documents
1130 - 1230	Syndicate Work 2: OH&S Audit Checklist Preparation (cont'd) <ul style="list-style-type: none"> - Presentation by Team Leaders - Observers' inputs Conclusion & Summary by Tutor-In-Charge	IQCS/OHS/O4 & all applicable supplement documents
1230 – 1330	Lunch	
1330 – 1430	Syndicate Work 3: Simulated Audit(on-site) & Closing Meeting(Audit Reporting) Role Play <ul style="list-style-type: none"> - Formation of Team Members - Appointment of Team Leaders - Explain the objectives of this Syndicate Work - Group Discussion - Consolidation of discussion & Write-up on Transparencies 	IQCS/OHS/O4 & all applicable supplement documents
1430 – 1515	Syndicate Work 3: Simulated Audit(on-site) & Closing Meeting(Audit Reporting) Role Play (cont'd) <ul style="list-style-type: none"> - Role Plays by Auditors and Auditee - Observers' inputs - Conclusion & Summary by Tutor-In-Charge 	IQCS/OHS/O4 & all applicable supplement documents
1515 – 1530	Tea Break	
1530 – 1700	Course Summary & Preparation for Examination	
1700 - 1730	Course Summary & feedback	