



QMS Auditor/Lead Auditor Course based on OHSAS 18001 (5 Days) - Agenda

Note: Daily start and lunch times may be varied, depending on the local requirements and the agreement of the course participants.

| Day 1 | Topic | Objectives |
|-------|---|---|
| 08.30 | Registration | |
| 09.00 | Introduction | To introduce the course, teaching methods, course leaders(s), assessment methods, auditee site and participants. |
| | Module 1 Workshop: Icebreaker | To provide participants with an introduction to H&S matters |
| | Module 2 Tutorial: Overview | To provide participants with knowledge of the background of OHS MSs, introduce some basic concepts and terminology, and understand the various types of audits. |
| | <i>Break</i> | |
| | Module 3 Tutorial: Management systems audit | To provide participants with knowledge of the framework of OHS MS audits and understand compliance and corporate auditing issues. |
| | Module 4 Workshop: Questionnaire | To enable participants to understand some of the problems of auditing a management system which is designed to comply with the selected standard. |
| 12.15 | <i>Lunch</i> | |
| 13.00 | Module 5 Tutorial: BS/OHSAS 18001 requirements and other standards | To provide participants with knowledge of the OHSAS 18001 standard, and other relevant standards and codes. To discuss integration issues. |
| | Module 6 Tutorial: Audit planning and background | To review the main audit principles, the responsibilities of the various individuals and bodies, the planning required before the audit, and the main 3rd party audit steps before, during and after the audit. To demonstrate that professional auditing requires proper planning. |
| | Module 7 Workshop: Audit Preparation: Documentation requirements (group work) | Simulated site audit: To provide participants with the skills necessary to decide what audit documentation they would wish to see for an audit. |
| | <i>Break during workshop</i> | |
| | Module 8 Tutorial: OHS Legislation, Codes of practice | To provide participants with a knowledge of the OHS legal compliance issues within an OHS MS. |

QMS Auditor/Lead Auditor Course based on OHSAS 18001 – Agenda (cont'd)

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| Late finish | Module 9 (2 hours) | Workshop: Audit Preparation: Part 1. Read site introduction (individual work) Part 2. Read OHS Manual and procedures and evaluate Manual (individual work) | To provide participants with practical skills in reviewing some specific documentation for completeness, and absorbing some auditee site information. |
| Day 2 | | Topic | Objectives |
| 08.30 | Module 9 | Workshop (continued) Documentation and manual assessment - feedback | Feedback and general discussion of the preparation work. |
| | Module 10 | Tutorial: Hazard identification | To provide participants with a knowledge of the scope of hazard identification, and various information and methods to identify OHS hazards. |
| | | <i>Break</i> | |
| | Module 11 | Workshop: Site tour and questions (There is an alternative and optional Workshop on nonconformance statements) | Simulated site audit: To provide participants with practical experience in looking at a site and identifying hazards, and asking questions about things they see. |
| | Module 12 | Tutorial: Checklists | To provide participants with a knowledge of the usefulness of checklists, and methods to determine audit samples. |
| 12.15 | | <i>Lunch</i> | |
| 13.00 | Module 13 | Workshop: On-site audit plan and checklists | Simulated site audit: To provide participants with practical experience in the preparation of practical on-site audit plans, and OHS checklists that can be used on an audit. To identify critical audit points from documents, the site tour, and their experience. |
| | | <i>Break</i> | |
| | Module 14 | Tutorial: Risk assessment and development of risk management controls | To provide participants with a knowledge of the methods that may be used to assess OHS risk and risk reduction methods. The methods used can be employed across a wide variety of different system issues in an organization. |
| 16.00 | Module 15 (2.0 hours) | Workshop: Group work: Risk assessment, audit frequency, emergency planning and audit scope | Simulated site audit: To provide participants with practical experience in OHS risk assessment and its relationship to audit frequency and emergency planning. Define the audit scope. |

QMS Auditor/Lead Auditor Course based on OHSAS 18001 – Agenda (cont'd)

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| Late finish | Module 20 (2 hours) | Workshop: Individual work: OHSAS Audit Case Study: Read audit Part 1 (Stage 1) passages | Simulated site audit: To provide participants with practical experience in evaluating high-level audit situations, including nonconformances, audit techniques and audit trails, legal issues, the interpretation of the standard, and the overall issues to be addressed during 'Stage 1' of a 3 rd party audit. |
| Day 3 | | Topic | Objectives |
| 08.30 | Module 15 | Workshop (continued): Risk assessment – feedback Audit frequency – feedback Audit scope - feedback | Simulated site audit: A discussion of the main issues for the auditee's site, discussing the limitations of OHS assessment, and how these methods may be audited. Feedback on audit frequency, emergency planning and audit scope. |
| | Module 16 | Workshop: Opening Meeting | Simulated site audit: To provide participants with practical experience in the Opening Meeting, To provide participants with a knowledge of the Opening Meeting topics and critical items that will apply |
| | Module 17 | Workshop: Senior management review: High level auditing <i>Break</i> | Simulated site audit: To provide participants with practical experience in questioning senior management about improvement issues and setting priorities for 'Stage 1' of the audit process. |
| | Module 18 | Tutorial: Audit process | To provide participants with a knowledge of the main skills needed for the on-site part of the audit, including interviewing, notetaking, making judgements, audit scoping and other problem areas. |
| | Module 19 | Tutorial: Nonconformances, Corrective Actions and follow-up | To provide participants with a knowledge of options available to the auditor when a problem is observed, of writing good nonconformance statements, the difference between major and minor nonconformances, and of corrective action programs and escalation. |
| | Module 20 | OHSAS Audit Case Study: Part 1 - group preparation | Simulated site audit: To provide participants with practical experience in evaluating high-level audit situations, including nonconformances, audit techniques and audit trails, legal issues, the interpretation of the standard, and the overall issues to be addressed during 'Stage 1' of a 3 rd party audit |
| 12.15 | | <i>Lunch</i> | |
| 13.00 | Module 20 | OHSAS Audit Case Study: Part 1 - group preparation (continued) | |
| | Module 20 | OHSAS Audit Case Study: Part 1 - feedback | Simulated site audit: A review of the findings of 'Stage 1' of the audit, including nonconformances, audit trails to follow, auditing techniques. |

QMS Auditor/Lead Auditor Course based on OHSAS 18001 – Agenda (cont'd)

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| | | <i>Break</i> | |
| | Module 21 | Workshop: Nonconformance statement writing | Simulated site audit: To provide participants with practical experience in the preparation of nonconformance statements to report the audit findings. |
| 16.30 - Late finish | Module 22 (2 ½ hours) | OHSAS Audit Case Study: Part 2 and Corrective Action assessment – group preparation | Simulated site audit: To provide participants with practical experience in evaluating corrective actions, using records, and operational level audit situations, including nonconformances, audit techniques and audit trails, legal issues, the interpretation of the standard, and the overall issues to be addressed during 'Stage 2' of a 3 rd party audit. |
| Day 4 | | Topic | Objectives |
| 08.30 | Module 22 | OHSAS Audit Case Study: Part 2 and Corrective Action - feedback | Simulated site audit: A review of the findings of 'Stage 2' of the audit, including a review of nonconformances, audit trails to follow, auditing techniques, and major/minor nonconformances. |
| | | <i>Break</i> | |
| | Module 23 | OHSAS Audit Case study: Part 3 – introduction and group preparation | Simulated site audit: To provide participants with practical experience in interviewing personnel in an audit situation and evaluating the responses for nonconformances and audit trails and risk and legal issues. |
| 12.15 | | <i>Lunch</i> | |
| 13.00 | Module 23 | OHSAS Audit Case study: Part 3 - feedback | Simulated site audit: Role-play of a further part of 'Stage 2' of the audit, looking for possible nonconformances. |
| | | <i>Break</i> | |
| | Module 24 | Examination comments | To provide participants with an understanding of what to expect in the exam, and the standards of answers that are expected |
| | Module 25 | Tutorial: Closing Meetings | To provide participants with a knowledge of the options for certification that are available, the framework of a typical Closing Meeting. |
| | Module 26 | Tutorial: Audit reporting | To provide participants with a knowledge of the framework of typical 3 rd and 1 st party audit reports so that they can prepare a 3 rd party report themselves on the outcome of the audit. |
| 16.30 | Module 27 | Workshop: Closing Meetings - preparation | Simulated site audit: To provide participants with practical experience of preparing for a Closing Meeting with the auditee, and the management of this. |
| Late finish | Module 28 (1 ¼ hours) | Workshop: Audit report and nonconformity preparation | To provide participants with a practical experience of writing a clear audit report and nonconformity statement for the auditee. |

QMS Auditor/Lead Auditor Course based on OHSAS 18001 – Agenda (cont'd)

| Day 5 | | Topic | Objectives |
|-------|-----------------------|--|---|
| 08.30 | Module 27 | Workshop: Closing Meetings Hold meetings, and feedback | Simulated site audit: Audit teams hold Closing Meetings to explain their audit findings clearly, and summarise their conclusions on the audit. |
| | | <i>Break</i> | |
| | Module 29 | Tutorial: Tutorial: Accreditation system, Registration Information sources and Developments | To provide participants with a knowledge of the accreditation and certification system, auditor registration, some sources of useful information and to review the latest developments. |
| | Module 30 | Workshop: Course review - preparation | To provide participants the opportunity to review the main points of the course, examining the actions taken during the audit. This would form the basis of a summary presentation to an internal audit team. |
| 12.15 | | <i>Lunch</i> | |
| | Module 29 feedback | Workshop: Audit report feedback | <u>To comment on audit reports (Note: the delegate report marks are allocated after the course finishes)</u> |
| 13.30 | Module 30 | Workshop: Course review discussion | To summarise the course review workshop |
| 14.30 | | Examination | 'Open book', 2 hours - test of understanding, not memory. |
| | | Course administration | |
| 16.30 | | <i>Close</i> | |