



Internal Auditing Program





Introduction

Companies are obliged to prove compliance with international safety standards in order to develop and improve business relationships with prospective and existing clients. This compliance is needed to prove that a company provides an environment that is free from harm to employees, the environment and other affected parties.

This course provides the learner with the required competence to effectively monitor, audit and assess the health and safety systems according to the OHSAS 18001 requirements.

Course Details

Audits are a systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

Internal Audits are conducted by or on behalf of the organisation for management reviews, to measure levels of compliance to a required standard, policy or procedure, to provide assurance to management, clients and other affected parties that the organisations is compliant, to prove due diligence and other internal purposes or they may form the basis for an organisations self-declaration of conformity.

On completion of this course candidates will be able to establish, implement and maintain an audit programme for their company, conduct effective audits to determine compliance and opportunities for improvement and close off the audit with a comprehensive audit report.

Outcomes

On completion of this course the learner will be able to define, describe conduct and/or implement the following:

- OHS Management System Elements
- Audit criteria
- Audit scope
- Audit evidence
- Audit programme
- Process audits and checklist audits
- Gathering evidence through interviews, documentation and observation
- Use evidence to determine compliance or non-compliance to the standard
- Generate findings based on evidence
- Generate an audit report



Course Content

Module 1

Introduction to Auditing

- The Aim of Auditing
- Audit Process
- Principles of Auditing

Module 2

OHSAS 18001

- Introduction & scope
- Definitions
- OHS policy
- Planning
- Implementation & operation
- Checking & corrective actions
- Management review

Module 3

Comparisons between:

- OHSAS 18001 and ISO Standards
- OHSAS 18001 and ILO Requirements

Module 4

OHSAS 18001 Auditing

- Checklists
- Process Auditing
- Gathering Evidence
- Making Findings
- Report Writing
- Feedback

Module 5

OHSAS 18001, HIRA and Incidents

- OHSAS specific HIRA requirements
- OHSAS specific incident requirements

Module 6

OHSAS & Legislation

- OHSAS specific legal requirements
- Legal registers
- Legal vs system

Module 7

Certification

- Preparing for certification

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