



COURSE OUTLINE

Aim: To provide auditors with the necessary knowledge and skills to competently conduct third party assessments of Safety (OHS) Management Systems.

Options: This course includes modules AU, OH and TL (RABQSA TPECS). Recognition of prior learning will be awarded for Modules AU and TL if they have been completed within the previous three years.

Pre-requisites: Nil.

Length: 5 days or 2 days if Modules AU and TL have been completed previously.

Accreditation: RABQSA accredited (OH916) – RABQSA & IRCA Certificate.

Scope:

This Course is in module format such that the first two days provide an introduction to auditing management systems and focuses on the skills required for auditing (Module AU). The third and fourth days focus on OHSAS 18001 or AS 4801 (for Australia) and OHS specific issues, particularly relevant to external auditing (Module OH). The fifth day is focussed on lead auditor specific requirements and the certification process (Module TL).

Days 1 & 2:

Module AU – ‘Management Systems Auditing’

- quality, history of management systems
- continual improvement
- standards
- the audit process
- communication skills
- roles, responsibilities and skills of an auditor
- developing questions
- ISO 19011
- planning audits & reviewing documentation
- audit reports and corrective action
- auditor techniques
- process based auditing and sampling
- role play – dummy internal audit.

Day 3 & 4:

Module OH – ‘Auditing Safety Management Systems’

- OHS & documentation
- workplace safety
- Initial Safety Reviews & risk assessment
- OHS management principles
- OHSAS 18001 or AS 4801 in detail
- process based auditing and sampling
- role play – dummy external audit.

Day 5:

Module TL – ‘Leading Management Systems Audit Teams’

- the certification process
- lead auditor skills, abilities and Code of Conduct
- legal/ethical aspects of auditing
- JAS-ANZ & RABQSA.

Examination:

Participants are competently assessed during activities throughout the Course, including a role play external audit during the afternoon of Day 4, and through a written examination on the afternoon of the final day. All participants on the Course receive a Certificate of Attendance. Those who are deemed ‘competent’ receive a Certificate of Attainment in lieu and automatically qualify as a Provisional Auditor with RABQSA.

For more information please contact us at enquiries@acehealthandsafety.com.au
Or on **1800 60 41 48**