

AGENDA

Day One

Time	Subject	Objectives
08.30	Registration	
09.00	Introduction	To introduce the course, teaching methods, course leaders(s), assessment methods, auditee site and delegates.
	Module 1 Workshop: Icebreaker	To provide delegates with an introduction to H&S matters
	Module 2 Tutorial: Overview	To provide delegates with knowledge of the background of OH&S MSs, introduce some basic concepts and terminology, and understand the various types of audits.
	Break	
	Module 3 Tutorial: Management systems audit	To provide delegates with knowledge of the framework of OH&S MS audits and understand compliance and corporate auditing issues.
	Module 4 Workshop: Questionnaire	To enable delegates to understand some of the problems of auditing a management system which is designed to comply with the selected standard.
12.15	Lunch	
13.00	Module 5 Tutorial: OHSAS 18001 requirements and other standards	To provide delegates 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 delegates with the skills necessary to decide what audit documentation they would wish to see for an audit.
	Break during workshop	
	Module 8 Tutorial: OH&S Legislation, Codes of practice	To provide delegates with knowledge of the OH&S legal compliance issues within an OH&S MS.
18.00	Close for the day	Evening Work – Approximately 2 hours

	Module 9 (2 hours) Workshop: Audit Preparation: Part 1. Read site introduction (individual work) Part 2. Read OH&S Manual and procedures and evaluate Manual (individual work)	To provide delegates with practical skills in reviewing some specific documentation for completeness, and absorbing some auditee site information.
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Day Two

Time	Subject		Objectives
08.30	Day 1 Review		Examination question review
	Module 9	Workshop (continued) Documentation and manual assessment - feedback	Feedback and general discussion of the preparation work.
	Module 10	Tutorial: Hazard identification	To provide delegates with knowledge of the scope of hazard identification, and various information and methods to identify OH&S hazards.
	Break		
	Module 11	Workshop: Site tour and questions (There is an alternative and optional Workshop on nonconformance statements)	Simulated site audit: To provide delegates with practical experience in looking at a site and identifying hazards, and asking questions about things they see.
	Module 12	Tutorial: Checklists	To provide delegates with knowledge of the usefulness of checklists and methods to determine audit samples.
12.15	Lunch		
13.00	Module 13	Workshop: On-site audit plan and checklists	Simulated site audit: To provide delegates with practical experience in the preparation of practical on-site audit plans, and OH&S checklists that can be used on an audit. To identify critical audit points from documents, the site tour, and their experience.

	Break	
	Module 14	Tutorial: Risk assessment and development of risk management controls
		To provide delegates with knowledge of the methods that may be used to assess OH&S 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 hours)	Workshop: Group work: Risk assessment, audit frequency, emergency planning and audit scope
		Simulated site audit: To provide delegates with practical experience in OH&S risk assessment and its relationship to audit frequency and emergency planning. Define the audit scope.
18.00	<i>Close for the day</i> Evening Work: Module 20 Workshop: Individual work: Audit Case Study: Read audit Part 1 (Stage 1) passages	
		Introduction to evening work – approximately 2 hours Simulated site audit: To provide delegates 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 Three

Time	Subject	Objectives
08.30	Day 2 Review	Examination question review
	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 OH&S 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 delegates with practical experience in the Opening Meeting and knowledge of the Opening Meeting topics and critical items that will apply.
	Module 17	Workshop: Senior management review: High level auditing
		Simulated site audit: To provide delegates with practical experience in questioning senior management about improvement issues and setting priorities for 'Stage 1' of the audit process.
	Break	

	Module 18	Tutorial: Audit process	To provide delegates with knowledge of the main skills needed for the on-site part of the audit, including interviewing, note-taking, making judgements, audit scoping and other problem areas.
	Module 19	Tutorial: Nonconformances, Corrective Actions and follow-up	To provide delegates with knowledge of options available to the auditor when a problem is observed, writing good nonconformance statements, the difference between major and minor nonconformances, and of corrective action programmes and escalation.
	Module 20	Audit Case Study: Part 1 - group preparation	<u>Simulated site audit:</u> To provide delegates 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	Lunch		
13.00	Module 20	Audit Case Study: Part 1 - group preparation (continued)	
	Module 20	OHSAS Audit Case Study: Part 1 - feedback	<u>Simulated site audit:</u> A review of the findings of 'Stage 1' of the audit, including nonconformances, audit trails to follow, auditing techniques.
	Break		
	Module 21	Workshop: Nonconformance statement writing	<u>Simulated site audit:</u> To provide delegates with practical experience in the preparation of nonconformance statements to report the audit findings.
16.30 - Late finish	Module 22 (2 ½ hours)	Audit Case Study: Part 2 and Corrective Action assessment – group preparation	<u>Simulated site audit:</u> To provide delegates 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.
19.00	Close for the day		

Day Four

Time	Subject		Objectives
08.30	Day 3 Review		Examination question review
	Module 22	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.
	Break		
	Module 23	Audit Case study: Part 3 – introduction and group preparation	Simulated site audit: To provide delegates with practical experience in interviewing personnel in an audit situation and evaluating the responses for non-conformances, audit trails, risk and legal issues.
12.15	Lunch		
13.00	Module 23	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.
	Break		
	Module 24	Examination comments	To provide delegates with an understanding of what to expect in the exam, and the standard of answers that are expected.
	Module 25	Tutorial: Closing Meetings	To provide delegates with knowledge of the options for certification that are available and the framework of a typical Closing Meeting.
	Module 26	Tutorial: Audit reporting	To provide delegates with 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 delegates with practical experience of preparing for and managing the Closing Meeting with the auditee.
Late finish	Module 28 (1 ¼ hours)	Workshop: Audit report and nonconformity preparation	To provide delegates with a practical experience of writing a clear audit report and nonconformity statement for the auditee.
19.00	Close for the day		

Day Five

Time	Subject		Objectives
08.30	Day 4 Review		
	Module 27	Workshop: Holding Closing Meetings and feedback	<u>Simulated site audit:</u> Audit teams hold Closing Meetings to explain their audit findings clearly, and summarise their conclusions on the audit.
	Break		
	Module 29	Tutorial: Accreditation system, Auditor Registration, Information sources and Developments	To provide delegates with 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 delegates with the opportunity to review the main points of the course and examine the actions taken during the audit.
12.15	Lunch		
13.00	Module 28	Workshop: Audit report feedback	<u>To comment on audit reports (Note: the delegate report marks are allocated after the course finishes)</u>
	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	Close		