

<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>▪ IRCA and the Auditor Registration Scheme</li> <li>▪ Auditor Codes of Conduct</li> <li>▪ Auditor Training from Nigel Bauer &amp; Associates</li> </ul>	<p><b>2. An overview of Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>▪ What is Occupational Health &amp; Safety?</li> <li>▪ Fundamentals of Health &amp; Safety Management Statutory Instruments and Legislation</li> <li>▪ An Overview of ISO 9001:2008 18001</li> <li>▪ Relationship to other management system standards</li> </ul>
<p><b>3. The Requirements of ISO 9001:2008 18001</b></p> <ul style="list-style-type: none"> <li>▪ An Introduction to ISO 9001:2008 18001</li> <li>▪ An overview of ISO 9001:2008 18001 requirements</li> <li>▪ Hazard Identification and Risk Assessment techniques</li> <li>▪ Risk Control</li> </ul>	<p><b>4. Management Systems Auditing</b></p> <ul style="list-style-type: none"> <li>▪ What is an Audit and why are Audits necessary?</li> <li>▪ The Audit Process</li> <li>▪ Auditing in relation to Occupational Health and Safety</li> <li>▪ ISO 19011 and auditor competence</li> </ul>
<p><b>5. The Assessment Process</b></p> <ul style="list-style-type: none"> <li>▪ An Overview</li> <li>▪ Initial Contact</li> <li>▪ Pre-Assessment Visits</li> <li>▪ Document Review</li> <li>▪ Initial Preparation</li> <li>▪ Development of the Assessment Schedule</li> <li>▪ Communication</li> <li>▪ Detailed Planning</li> <li>▪ The On-Site Assessment</li> <li>▪ Opening/ Closing Meeting</li> <li>▪ Audit Conduct</li> <li>▪ Evaluating Results</li> <li>▪ Corrective Action</li> <li>▪ Formal Report</li> <li>▪ Follow-Up and Surveillance Visits</li> </ul> <p>Exercises on above</p>	<p><b>6. Audit Tools &amp; Techniques</b></p> <ul style="list-style-type: none"> <li>▪ Detailed Planning &amp; Check List development</li> <li>▪ Searching for Evidence</li> <li>▪ Conducting Interview and Asking Questions</li> <li>▪ Auditor and Auditee Tactics</li> <li>▪ Recording the Results</li> </ul>