

# IRCA APPROVED OHSAS 18001:2007 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM AUDITOR/LEAD AUDITOR TRAINING COURSE



**Course provider:** TUV NORD CERT GmbH  
(Course Registration No. A17357)

**Organized by:**  
**FICCI QUALITY FORUM**  
Sept 08 - 12, 2014

## 1. COURSE OBJECTIVE

The aim of the course is to:

- ✓ Describe the fundamental purpose of an occupational health and safety management system (OHSMS) as well as the principles, processes and techniques used for the assessment and management of employee safety, occupational health and its prevention
- ✓ Interpret the requirements of OHSAS 18001:2007 in the context of an audit of an organisation's OHSMS
- ✓ Explain the role of an auditor to plan, conduct, report and follow up of OHSMS audit in accordance with ISO 19011

## 2. YOU SHOULD ATTEND THIS COURSE IF:

- You require detailed knowledge of OH & S auditing process
- Your job involve OH & S assessment of suppliers and potential suppliers
- You are responsible for managing the internal OH & S safety audit function within your organization
- You are involved in preparing their organization for assessment for customers or certification body for OHSAS
- You wish to become registered as Auditor or Lead Auditor with International Register of Certificated Auditors (IRCA - UK)

## 3. PREREQUISITE

Prior to commencement of the course, all participants are expected to have an understanding of the content & implementation of OHSAS 18001 international standard.

## 4. RECOGNITION

The course is recognized by the IRCA, IQA-UK (International Register of Certificated Auditors). The course meets the training requirements for individuals seeking registration as Auditor/Lead Auditor with IRCA. The course is registered with IRCA and bears Certification No. A 17357.

## 5. COURSE MATERIAL

Registered participants are sent pre-course material in advance for preparation. Course kit comprising detailed course material &

International Standard on OHSAS is given to each participant.

## 6. CERTIFICATE

Those participants who successfully complete the continuous assessment during the course and also the written examination, which is conducted on 5th day of the course, **will be issued certificate by TUV Nord CERT GmbH**

## 7. COURSE SCHEDULE & REGISTRATION PROCEDURE

**Date:** Sept 08 -12, 2014

**Timing:** 0930 hrs – 17:30 hrs

**Nature:** Non residential

**Venue:** FICCI, Federation House, New Delhi

**Participation Fee:** Rs. 22,850 + 12.36% Service Tax (Total amount of Rs. Rs. 25,674/-, includes cost of training, course kit, lunch, tea etc.)

**Registration:** Send registration form along with Cheque/DD in favour of "FICCI Quality Forum". The seats are limited to 20 and registration will be done on first come first serve basis

**For further details & to reserve your seat, please contact:**

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## 8. ABOUT OUR LEAD FACULTY

Our Lead Faculty of this course **Mr. S. C. Arora** a renowned faculty of management systems auditor courses and has rich experience of over 40 years in designing, implementing, auditing of various management systems. He is IRCA UK certificated Lead Auditor (Registration NO A005025) and approved Lead Tutor for QMS, EMS and OHSAS has conducted more than 200 Lead Auditor Courses till date not only in India but in also other countries in SAARC region, Central Asia, Middle East, East Africa & Southern Africa.

He is the author of six books on management systems related subjects published by International Trade Centre, UNCTAD/WTO, Geneva and United Nations Industrial

Development Organization (UNIDO), Vienna for worldwide distribution. He is the Principal Consultant of FICCI Quality Forum and has provided consultancy to multinational, large, medium and small companies in India and abroad for effective implementation of the ISO 9001, ISO 14001 & OHSAS 18001 based management systems.

## 9. ABOUT FICCI QUALITY FORUM

FICCI Quality Forum (FQF) is a specialized division of Federation of Indian Chambers of Commerce and Industry (FICCI) set up with main objective to sharpen the competitive edge of the Indian Industry. FQF provides training, consulting and research services focused on enhancing the quality quotient of clients and partner organization. FQF provides a full range of training programs on effective implementation of national and international management systems standards to support all learning needs from initial understanding to certification as Lead Auditor.

FQF retains a pool of highly qualified, experienced and best in class trainers for course delivery and provides both open house as well as in house courses. For the past 20 years FQF has conducted **over 350 IRCA U.K. approved Auditor/Lead Auditor training courses** in collaboration with Nigel Bauer and Associates (NBA), UK, for ISO 9001 Quality Management Systems (QMS), ISO 14001 Environment Management Systems (EMS), OHSAS 18001 Occupational Health and Safety Management Systems (OH&SMS) and ISO 22000 Food Safety Management Systems (FSMS).

In addition we also provide FICCI certified trainings on Energy Management Systems based on ISO 50001, Laboratory Management Systems based on ISO/IEC 17025, training on Six Sigma certification, Life Cycle Assessment, CDM, Project Management etc. We also provide consultancy support on the effective implementation of above management systems leading to certification/accreditation.

## 10. ABOUT TUV NORD CERT GmbH

TUV NORD is a well established and reliable partner for inspection and certification services throughout the world. With more than 1,200 experienced experts, our pool of auditing guarantees the highest level of competence in the certification of management systems, products and personnel.

## 11. COURSE CONTENT

### 1.0 Introduction

- 1.1 IRCA and Auditor Registration Scheme
- 1.2 Auditor Codes of Conduct

### 2.0 An Overview of Health & Safety

- 2.1 What is Occupational Health & Safety?
- 2.2 Fundamentals of Health & Safety Management  
Statutory Instruments and Legislation
- 2.3 An overview of Occupational Health & Safety
- 2.4 Relationship to other management system standards

## 3.0 The Requirements of OHSAS 18001 Explained

- 3.1 An introduction to OHSAS 18001
- 3.2 An overview of OHSAS 18001 requirements
- 3.3 Hazard Identification and Risk assessment techniques
- 3.4 Risk Control

## 4.0 Management System Auditing

- 4.1 What is an audit and why are audit necessary?
- 4.2 The Audit process & Auditing in relation to OHSAS 18001
- 4.3 ISO 19011 and auditor competence

## 5.0 The Assessment Process

- 5.1 An Overview
- 5.2 Initial Contact
- 5.3 Pre-Assessment Visits
- 5.4 Document Review
- 5.5 Initial Preparation
- 5.6 Development of the Assessment Schedule
- 5.7 Communication
- 5.8 Detailed Planning
- 5.9 The On-Site Assessment
- 5.10 Opening Meeting
- 5.11 Audit Conduct
- 5.12 Evaluating Results
- 5.13 Closing Meeting
- 5.14 Corrective Action
- 5.15 Formal Report
- 5.16 Follow-Up and Surveillance Visits  
*Exercises on above*

## 6.0 Audit Tools & Techniques

- 6.1 Detailed Planning & Check List development
- 6.2 Searching for Evidence
- 6.3 Conducting Interview and Asking Questions
- 6.4 Auditor and Auditee Tactics
- 6.5 Recording the Results

*Exercise on above*

## LIST OF PARTICIPANTS OF LAST OHSAS 18001 LEAD AUDITOR COURSES

<p><b>Mr. Rishi Kumar,</b> Sr. Manager (Tunnelling) Metro Tunnelling, L&amp;T New Delhi-110002 <b>M:</b> 088600 86666 <b>E:</b> <a href="mailto:rishileo13@gmail.com">rishileo13@gmail.com</a>; <a href="mailto:rishileo13@yahoo.co.in">rishileo13@yahoo.co.in</a></p>	<p><b>Mr. Manoj Kumar</b> Safety Officer Mother Dairy, New Delhi-110092 <b>M:</b> 098910 10160 <b>E:</b> <a href="mailto:manoj2.kumar@motherdairy.com">manoj2.kumar@motherdairy.com</a></p>
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