

Training Content

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