



HSE172

OHSAS 18001 Lead Auditor

Course Introduction:

The Occupational Health and Safety Assessment Series (OHSAS)/OHSAS 18001 Standard specify requirements for an occupational health and safety (OH&S) management system, to enable an organization to control its OH&S risks and improve its OH&S performance. The OHSAS18001 Standard is applicable to any organization that establish an OH&S management system to eliminate or minimize Risks to personnel and other interested parties who could be exposed to OH&S hazards associated with its activities.

The extent of the application will depend on such factors as the OH&S policy of the organization, the nature of its activities and the risks and complexity of its operations. The organization shall comply with applicable legal requirements and with other requirements to which the organization subscribes, to the prevention of injury and ill health and to continual improvement.

Course Objectives:

The objectives of the OHSAS 18001 Lead Auditor Training is to train potential Auditor in the principles and practices of assessment of OH&S systems for conformance with OHSAS 18001:2007, to make them aware of good current practices, and to encourage constructive development of audit skills thought analysis and self-criticism.

Upon successful completion of OHSAS 18001 Lead Auditor course, the delegates will be able to:

- Describe the purpose of an OHSAS 18001 management system. Explain the purpose, content and interrelationship of OHSAS 18001, OHSAS 18004 and ISO 19011
- Interpret requirements of OHSAS 18001 in the context of an audit
- Describe the roles and responsibilities of OH&S auditors and lead auditors
- Plan and conduct OHSAS 18001 audit in accordance with ISO 19011 demonstrating ability to
 - Plan and prepare effectively
 - Gather objective evidence, thought effective interviewing
 - Observation, sampling and note taking
 - Analyze and interpret information in order to determine
 - Conformance with requirements
- Report the Audit, including writing valid, factual and value-adding non- conformity Reports
- Undertake audit follow-up activities, including evaluating the effectiveness of Corrective action

Who Should Attend?

This course is intended for those who are responsible for health, safety and environment in the organization and to those who are involved in OHSAS 18001 assessments of suppliers and potential suppliers such as management representatives, environmental managers, engineers, and consultants. Also, this course is suitable to those who want to be first party, second party or third party auditor and responsible for OS&S internal audit function within the organization seeking for 18001 OHSAS certification.

Course Outline:

Day 1:

Pre-Test

An Overview of OH&S System/OHSAS 18001

- About Occupational Health & Safety
- OH& Hazard Identification & Risk Analysis
- Evaluation of Significant Hazards
- Legal and other applicable requirements
- An overview of the OHSAS 18000 Series
- Background to OHSAS 18000 Series

Day 2:

Requirements of OHSAS ISO 18001

- Introduction and Scope
- The Structure of OHSAS 18001
- OHS Management System
- An overview of OHSAS 18001 Requirements

Day 3:

OHSAS 18001 Auditing

- What is an Audit and Why are Audits Necessary
- The Audit Process
- Auditing in relation to the "Process Approach"
- ISO 19011 and Auditor Competence

Day 4:

The Assessment Process of OHSAS 18001

- An Overview
- Initial Contact

- Pre-Assessment Visits
- Document Review
- Initial Preparation
- Development of the Assessment Schedule
- Communication
- Detailed Planning
- The On-site Assessment
- Opening Meeting
- Audit Conduct
- Evaluating Results
- Closing Meeting
- Corrective Action
- Formal Report
- Follow-Up and Surveillance Visits

Day 5:

OHSAS 18001 Audit Tools & Techniques

- Detailed Planning & Check List Development
- Searching for Evidence
- Conducting Interview and Asking Questions
- Auditor and Audit Techniques
- Recording the Results

Post Test

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Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test

- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

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