



## OH&S MS Auditor Conversion (3 Days) IRCA Course number A17259



### Overview

The IRCA Registered OH&SMS auditor conversion course provides students with the knowledge and skills required to assess the conformance of an organisation's Occupational Health and Safety Management Systems with OHSAS 18001 be it at an internal level, supplier assessment or independent 3rd Party level. Any Health & Safety Management System requires an effective audit by a competent OH & SMS auditor, which requires a comprehensive understanding of risk assessment, risk management and improvement processes.

The course is aimed primarily at people who have audit experience, have preferably completed a lead audit course and now wish to add the ability to audit Safety Management Systems to their overall audit capability.

Upon successful completion, delegates receive an IRCA Certified Certificate stating they have "Successfully completed the Occupational Health & Safety Management Systems Auditor Conversion Training Course (IRCA/2010).

### Summary of Course Features

This IRCA Registered OHSAS 18001 Auditor Conversion Course is based on proven "accelerated learning" techniques, ensuring that the student is fully immersed in the subject from the start. "Accelerated Learning" uses all of the student's senses to ensure that knowledge and understanding are captured and developed quickly and effectively.

The course uses practical exercises, role-plays, trainer model scenarios and model guide answers to stimulate the trainee throughout the learning experience.

The course includes ongoing evaluation and feedback on trainee development and also includes an examination designed to test understanding.

### Course Tutors

Our Auditor Courses are led by experienced and practicing Lead Auditors; this means that the training reflects current practice and draws on real life experience to maximise the benefit for the student.

## Learning Objectives

Delegates will learn to:-

1. Understand the business benefits of an improvement-based Health & Safety Management System (OH&SMS).
2. Understand and apply the Process Approach, & Process Auditing
3. Understand the principles, processes and techniques used in assessing and managing of health and safety risks in the context of an OH&SMS audit
4. Interpret and understand the requirements of OHSAS 18001 & 18002 in an audit context.
5. Audit an organisation's ability to comply with relevant Health & Safety legislation.
6. Plan, Conduct and Report a process based audit of an entire OH&SMS effectively

## Course Content

- Advantages of OH& S Management Systems
- Introduction to Process Auditing
- The Similarities between 18001, 14001, 9001
- Introduction to the Audit Process and the Two Stage Approach
- Recognising the different types of OH&S audits
- Principles of Auditing ISO 19011
- Understanding 18001 & 18002
- Introduction to the Clause of 18001,
- Understanding definitions
- Associated, related interlinked clauses & further questions
- Understanding how to develop auditing questions around clauses of the standard
- Risk Assessment Definitions
  - Hazard Identification
  - Risk Likelihood / Frequency
  - Risk Severity
  - Calculation of Risk
  - Different Systems of Risk
- Legal Compliance
- How to prepare Checklists for 3rd party audits Stage 1 & 2
- The roles of Guides, auditors and Auditee's
- Performing an Audit / Collecting Evidence
- Writing up audit notes
- Benefits of IRCA membership

## Managing for Quality Ltd

249 Spendmore Lane, Coppull near Chorley, Lancs. PR7 5DS

Tel: 01257 471 345 Fax: 01257 471 343

Email: [mfq@mfq.co.uk](mailto:mfq@mfq.co.uk) [www.mfq.co.uk](http://www.mfq.co.uk)