

### Introduction

This training course has been developed in line with IRCA requirements IRCA/2010.

Capitalizing on the powerful Accelerated Learning Technique, this course spends a good portion of the time on discussions, exercises and case studies to help students to consolidate knowledge and acquire hands on experience that are instrumental in their capacity as an occupational health and safety management system auditor or occupational health and safety management function personnel.

Students who passed the continuous assessment and the 1.5 hour written examination will be awarded a Certificate of Successful Completion. Based on IRCA policy, this course satisfies the training requirement for certification as an IRCA OHSMS Lead Auditor/Auditor when supported by another valid IRCA approved 5 day Lead Auditor Training Course Certificate of Successful Completion. This course run in collaboration with HK Veritas Ltd. (IRCA AO17253)

### Objectives and Achievements

- Describe the purpose of an OHSMS and explain the principles, processes and techniques used for the assessment and management of risk, including the significance of these for OHSMS auditors.
- Explain the purpose, content and interrelationship of OHSAS 18001 and OHSAS 18002, and the legislative framework relevant to an OHSMS.
- Undertake the role of an auditor to plan, conduct, report and follow up an audit in accordance with ISO 19011 and by interpreting the requirements of OHSAS 18001.



## Who Should Attend?

- Line/Support function personnel who are involved in OHSMS implementation
- Staff who are charged with the responsibility to develop and maintain an OHSMS
- All OHSMS auditors who wish to acquire an internationally recognized auditor status

## Prerequisite

This course is designed for experienced management system auditors seeking additional skills in auditing occupational health and safety management system. Students are expected to have some background/knowledge in occupational health and safety management and have completed a lead auditor training in any discipline of management system.



## Methodology

There is a balance between knowledge-based presentation, discussions, exercises and case studies. About two third of the time is spent on activity based learning. A mock examination paper will be discussed throughout the course to help students to be familiar with the style of the examination.

## Course Contents

- General introduction and auditor registration
- Introduction to occupational health and safety issues and risk
- Introduction to OHSMS standards and OHSAS 18001
- The legislative framework
- Documentation review and checklist preparation
- Process auditing and gathering objective evidence, auditing skills
- Writing NC reports and reporting the audit
- Audit follow up





## Course Certificate

Participants who successfully complete this course and pass the examination will be awarded a certificate which may be used in support of an application to be registered as an Auditor or Lead Auditor with the CQI International Register of Certificated Auditors.

## Language

Cantonese  
(Supplemented with English Handout and Examination Paper)

## Course Duration

3 Days (24 hours including a 1.5 hour examination)

[Welcome any requested dates]

Some evening work is required.

## Venue

ACI Learning Centre, Hong Kong

## Course Code & Fee

Course Code : TS5

(Daily Refreshment and Course Materials are included)

Lunch is not included. Please advise us in advance if you have any special requirements.

Dress code: smart casual



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