



OHSAS 18001:2007

AUDITOR- LEAD AUDITOR COURSE

DURATION 40 HOURS – GVTI ACCREDITED #. A-OHSMS

Prerequisites:

- Good knowledge of the principle of Occupational health and safety management system.
- Good knowledge of the reference international standard.
- Good knowledge of local standards and laws.
- Six months work experience (at least) in Occupational health and safety sectors.

Course description:

This course is designed to:

- Train potential Auditors/Lead Auditors in the principles and practices of assessment of Occupational health and safety management system for compliance with national and international standards.
- Install a positive attitude towards auditing skills developed by using audit techniques.
- Convey a mixture of lectures, practical exercises and a case study.
- Meet the requirements of OHSAS 18001:2007 change or current auditing practice changes.
- Convey regional rules for safety auditors.
- Provide a useful reference tool when you start to carry out audits after the course has been completed.

Course Materials:

- Pre-course assessment.
- Course manual containing all group discussions, exercises and workshop materials.
- Copy of current version of OHSAS 18001:2007.
- Copy of current version of ISO 19011:2011.

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Learning objectives:

- Understanding of the correct use of terminology and vocabulary as used in current version of OHSAS 18001:2007.
- Understanding of the purpose of Occupational Health & Safety and the PDCA Cycle application (see details of application in attached course schedule).
- Management PDCA Cycle application upon which the Occupational Health & Safety series is based.
- The ability to prepare, plan and perform effectively an OHSAS 18001:2007 standard audit, according to the prescriptions of current version of ISO 19011:2011.
- To identify the objective evidence which must be available to cover the requisites required by the current version of OHSAS 18001:2007 standard.
- To identify the audit evidence, formalize correct non-conformity reports based on objective evidence, process and produce objective and constructive audit reports.
- Competent management of the auditing process in accordance with current version of ISO 19011:2011.

Who should attend?

- Company personnel designated to perform first and/or second party audits on the Occupational Health & Safety Management Systems in an organization.
- Company heads of coordination, management and implementation of the Occupational Health & Safety Management System in an organization
- Designers and consultants for Occupational Health & Safety Management Systems
- All those wishing to expand their training/activities in third party audits in Occupational Health & Safety Management Systems and wishing to enroll as an Auditor/Lead Auditor of Occupational Health & Safety Management Systems.

Course contents:

- How to prepare the opening meeting
- How to prepare the closing meeting
- The recording of non-conformities
- Audit reports
- Evaluating Corrective Actions
- Continuous improvement

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- Management for processes
- The PDCA cycle for Occupational Health & Safety Management System (see details of application in attached course schedule)
- How to plan an audit
- The uses of check-lists
- How to conduct the audit

Certification:

All participants will receive an attendance certificate. The participants passing the final exam will receive the **“Auditor Occupational Health & Safety Management System”** certificate which is recognized internationally and meets the training requirement necessary for being registered as an auditor. Accreditation is given according to ISO 19011:2011 as well as the relevant parts of ISO 17021:2011, and participants will be able to obtain accreditation as Lead Auditor according to the corresponding legal framework in Egypt, e.g. at TÜO Egypt Ltd.

Assessment Method:

Method of assessment depends on the following four factors:

1. Daily assessment (by short answer question) (10 marks)
2. Tutor continuous assessment (attendance, participation, performance and time keeping) (10 marks)
3. Assessment of learning objectives (exercises, workshop, role play) (10 marks)
4. Final exam (answering the questions paper) (70 marks)

Complaints and Appeals:

Any complaints or appeals against the final mark should be made in writing to the Course Manager at GVTI where it will be reviewed and responded to in writing.

Re-exam:

In the case where the student is allowed to sit the written test but does not obtain a score sufficiently high to pass, he/she will have the possibility to repeat the exam within 10 months of the date of the first exam.

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Conditions to pass this course:

Participants must attend a minimum of 85% of the training hours and must gain 70% of total marks, with a minimum score of 40% of marks for every sector.

Training Day Partitioning:

Time	Item
09.00:10.45	<i>Lecture and practice # 01</i>
10.45:11.00	<i>Time of Continuous assessment #01(individual written exercise)</i>
11.00:11.15	<i>Tea Break</i>
11.15:13.00	<i>Lecture and practice # 02</i>
13.00:13.15	<i>Time of Continuous assessment #02 (workshop)</i>
13.15:14.00	<i>Lunch Break</i>
14.00:15.45	<i>Lecture and practice # 03</i>
15.45:16.00	<i>Time of Continuous assessment #03 (individual oral exercise)</i>
16.00:16.15	<i>Praying Break</i>
16.15:17.30	<i>Lecture and practice # 04</i>
17.30:17.45	<i>Time of Continuous assessment #04 (role play)</i>
17.45:18.00	<i>Learning Cycle Review</i>

Course Schedule:

Day 1

- Course introduction
- Auditor certification
- Evolution of occupational health and safety management systems including process management (What is PDCA cycle)
- Review of pre-course assignment
- Why occupational health & safety management?
- OHSAS 18001:2007 application
- General requirements
- OHSMS policy
- Planning
- Implementation and operation
- Checking
- Management review
- OHSMS 18001:2007 Questionnaire
- Management monitoring, control and control of emergency situations
- Examination debrief

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Day 2

- OHSMS statutory and regulatory and documentation requirements
- Identification and evaluation of compliance
- OHSMS documentation
- Policy , requirements , hierarchy and structure
- OHSMS auditing
- Introduction to current version of ISO 19011:2011.
- Audit life cycle
- Auditor qualities
- Audit roles & responsibilities
- Current version of ISO / IEC 17021:2011 2 stage initial audit process

Day 3

- Audit planning
- Initiating the audit
- Preparing for the on-site activities
- Conducting the document review
- Opening meeting
- Collection and verifying information
- Non-conformities / compliances / opportunity for improvements
- Audit reporting
- Learning cycle review

Day 4

- Auditing top management
- Handling difficult situations
- Audit reporting – audit findings
- Non-conformities / compliances
- Opportunity for improvements
- Preparing, approving and distributing the summary audit report
- Summary audit report
- Learning cycle review

Day 5

- Completing the audit/audit follow-up
- Audit follow-up strategies
- Corrective and preventative action
- Closing / exit meeting
- Course examination
- Course evaluation / feedback

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