

Occupational Health & Safety Management System Lead Auditor Course

(IRCA Course No. A17048)

(In collaboration with SGS (Malaysia) Sdn Bhd)



Aims

RM3500 ~ Kuala Lumpur

Upon completion of this Course, delegates will be able to:

- describe the purpose of an OH&S management system;
- explain the scope OH&S management systems specifications, standards and, where applicable, other criteria against which an OH&S audit could be performed;
- describe the principles, processes and techniques used for the assessment of risk and the significance of these in all OH&S management systems;
- interpret the requirements of the OH&S 18001:2007 in the context of an audit;
- effectively plan and conduct an audit of the management and operation of an organisation in accordance with the requirements of relevant OH&S audit criteria and ISO 19011;
- report the audit, including writing valid, factual and value-adding nonconformity reports;
- undertake audit follow-up activities, including evaluating the effectiveness of corrective and preventive action.

Profile

The objective of each Course is to equip delegates with knowledge and skills required to perform audits of occupational health & safety (OH&S) management systems against the national and international specifications, standards, statutory requirements and regulations using the principles of ISO 19011.

The course is certificated by the IRCA as meeting the training requirements of the IRCA occupational health & safety management systems auditor/lead auditor certification scheme.

Although the course has been designed for people that have no or limit auditing experience it is considered that all delegates have some health and safety experience and qualification.

The course duration is 40 hours, including a two-hour written examination. Delegates may need to work several late days over the week.

Delegates will be graded on the basis of:

- a continuous assessment of their performance against the Course objectives;
- their marks obtained in the written examination.

To successfully complete the Course, delegates must obtain at least:

- a Pass Grade in the continuous assessment;
- 70% of the total marks available in the examination.

Course Timetable

Day 1

Time	Subject
08.45	COURSE REGISTRATION
09.00	COURSE INTRODUCTION: Overview of Course
	Session 1; Introduction of OH&S Management Systems
	Session 2: The OHSAS 18001 Standard - overview
	Session 3: Risk assessments; tools and techniques
	Workshop 1: Hazard identification
13.00-14.00	<i>Lunch</i>
14.00	Workshop 1: feedback
	Session 4: The 18001 Standard, clause 4.4
	Workshop 2: Risk assessment
	Workshop 2: feedback
	Workshop 3: Audit evidence
	Workshop 3: feedback
18.30	End of Day 1

Note : There will be a break of 15 minutes mid-morning and mid-afternoon.

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Day 2

Time	Subject
09.00	Recapitulation
	Session 5: The 18001 Standard, clause 4.5 & 4.6
	Workshop 4: OHSAS 18001 Questionnaire
	Module: Occupational Health & Safety legislation
	Session 6: Registration, certification and auditor competence
13.00-14.00	<i>Lunch</i>
	Session 7: Audits: definition, principles, types, programme management
14.00	Workshop 4: feedback
	Session 8: Audit planning
	Workshop 5: Audit planning
	Session 9: Preparing for the on-site audit
	Workshop 5: feedback
18.30	Workshop 6: Document review
	End of Day 2

Day 3

Time	Subject
09.00	Recapitulation
	Workshop 6: feedback
	Session 10: Conducting the audit
	Workshop 7: Audit Role Play <i>Part 1: Preparation for an audit; development of working documents</i>
	Session 11: Audit review
13.00-14.00	<i>Lunch</i>
14.00	Workshop 7: Audit Role Play <i>Part 2: role play; feedback and group discussion</i>
	Workshop 8: Interpretation of the Specification; Classification of findings / finding statements/ CARs
18.30	End of Day 3

Note : There will be a break of 15 minutes mid-morning and mid-afternoon.

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Day 4

Time	Subject
09.00	<p>Recapitulation</p> <p>Workshop 8 <i>feedback</i></p> <p>Session 12: Audit reporting and follow-up</p> <p>Role Play: <i>Demonstration of closing meeting</i> Briefing and distribution of final case studies</p> <p>Workshop 9: <i>Case study; team preparation for formal presentations</i></p>
13.00-14.00	Lunch
14.00	<p>Examination review</p> <p><i>Specimen Exam Paper; Key elements of course learning objectives</i></p>
16.00	<p>WRITTEN EXAMINATION</p> <p>Workshop 9: <i>Case study</i></p>
18.30	End of Day 4

Day 5

Time	Subject
09.00	<p>Recapitulation</p> <p>WORKSHOP 9: <i>Case study presentations</i> <i>Presentations following the formal closing meeting format and content. Each team member has a shared responsibility in presenting the results of an analysis of assigned safety management system.</i></p>
12.45	Course review and summary
13.15	End of Course

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REGISTRATION FORM *Please (/) your preferred date*

13 – 17 Feb 2012

9 -13 Apr 2012

4 - 8 June 2012

Billing Details

Company Name : _____

Contact Person (Mr / Mrs / Ms) : _____

Designation : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp:

Authorised Signature :

PARTICIPANT(S) DETAILS

Participant 1

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Participant 2

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Participant 3

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Method of Payment

Kindly select the method of payment on the following:

() Pay the 1 week before the training

() By bank transaction

() By courier / by post

() Pay during the training

Bank Draft/Cheque No

RM

ADMINISTRATIVE DETAILS CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom
Tel: 03-6241 5211 / 016-226 4799 /
012-278 666
Fax: 03-6259 5455
Email: yylee@cammgnt.com /
admin@cammgnt.com

ADDRESS

CAMBRIDGE MANAGEMENT SDN BHD
No. 33-3A-1 Jalan Metro Perdana Barat 1,
Taman Usahawan Kepong Utara, 52100
Kuala Lumpur

COURSE FEE

Normal fee – RM3500

REGISTRATION

Complete the Registration Form
and fax or email for reservation. All
registrations will be confirmed **ONE WEEK**
before the commencement of the course.

PAYMENT

Payment of fee must be made **PRIOR** to
commencement of the programme.

Crossed cheques should be made payable to
“**CAMBRIDGE MANAGEMENT SDN
BHD**” or bank-in payment to **Maybank
Account No. 5-12389-117631**.

Please fax the bank-in slip with your
company's name to 603-6259 5455 as proof
of payment.

CANCELLATION

Once a registration is confirmed, no
cancellation will be allowed. If the registered
delegate is unable to attend, a substitute is
allowed and please inform us in writing via fax
or email. Confirmed delegate who failed to
attend and last minute cancellation is liable for
the entire fee of the training.

CONFIRMATION

You will receive an invoice indicating course
fee and seminar date. Check it for accuracy.

DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the
right to change the speaker, date and to
cancel the programme should circumstances
beyond the company control arise.
CAMBRIDGE MANAGEMENT also reserves
the right to make alternative arrangements
without prior notice should it be necessary to
do so.

**“ALL TRAININGS ARE 100%
HRDF CLAIMABLE UNDER
SBL SCHEME”**

() HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this
brochure, together with the programme agenda and speaker's profile which is we will
provide to you upon request once you have registered.