

# Training Outline



## OSHE Management System Training Series

### ***Internal Audit Training (ISO 9001, ISO 14001, ISO 45001 or Integrated Management System)***

#### ***Training program overview***

Audit is an evidence gathering process. Audit evidence is used to evaluate how well audit criteria are being met. Audits must be objective, impartial, and independent, and the audit process must be both systematic and documented. Internal audits are referred to as first-party audits. Organizations use internal (first party) audits to audit themselves for internal purposes. Company can use first party audits to declare that organization complies with the subscribed standards (e.g ISO 45001).

In the context of this quality management standard, an auditor is a person who collects evidence in order to evaluate how well quality management systems meet requirements.

Auditors are expected to determine whether quality management systems comply with standards and other planned arrangements. They must also be able to determine whether quality management systems are properly implemented and maintained. And they must be able to do all of this while being independent, objective, impartial and competent.

#### ***Training Objectives***

1. To refresh the participants the relevant activities required in complying with company's occupational safety and health management system procedure in alignment with the applicable Standard Requirement.
2. to provide the knowledge and skills for participants to plan and conduct effective internal audits on their management systems
3. enable them to report audit findings clearly and undertake effective follow-up audit on corrective actions taken so as to ensure continual improvement

#### ***Training Scope / Guideline***

1. ISO 9001:2015 Quality management systems — Standard Requirements.

2. Occupational health and safety management systems – Requirements (ISO 45001:2018). Revision to ISO 45001 to substitute the existing standard is in progress.
3. Environmental management systems — Requirements with guidance for use (ISO 14001:2015)
4. Guidelines for auditing management systems (ISO 19011:2018). A latest version of guideline for auditing by ISO in year 2018

### ***Target Participant***

Quality Manager, Safety Chairman, Safety & Health Officer, Document controller, Internal Auditor

### ***Training outline (1 day or 2 days duration course)***

#### **Principles of auditing**

- ✓ Understand on fundamentals of auditing process based from latest guidelines released by ISO.
- ✓ Value adding on existing QMS throughout an audit execution

#### **Audit Program Development**

- ✓ How to develop a constructive audit program
- ✓ Preparation of audit via Audit Planning
- ✓ Audit Execution – document review, gain information and audit conclusion
- ✓ Opening / closing meeting – method of conduct

#### **Auditor Competency and Evaluation**

- ✓ Basic determination of competency for internal auditor
- ✓ Competency against the organization context
- ✓ Evaluation criteria of auditor

#### **Standard Requirement review (ISO 9001, ISO 14001, ISO 45001)**

- ✓ Detail reviews on ISO 9001:2008
- ✓ Typical objectives evidence against company QMS procedure and work instruction.
- ✓ Justification of findings – NCR, Opportunity for Improvement, Observation etc..

#### **Management of findings**

- ✓ Correction, Corrective Action and Preventive Action
- ✓ Review the effectiveness of action
- ✓ Follow-up Activities
- ✓ Audit Reporting
- ✓ Reviewing audit findings

## *Additional Value*

Special offer for Management System Smart Tool\*;

1. **SWOT** analysis to assess the risk for organization in meeting with ISO 9001:2015 standard requirement;
2. **e-HIRARC** use for assessing the risk at workplace through dynamic approach;
3. **e-EAIA** use for assessing the environmental risk or environmental impact associated with organizational aspects.
4. **e-ERGONOMIC** use for assessing the risk at workplace through dynamic approach;
5. A Smart Tool of Integrated Safety Inspection System in MS Excel to assess the workplace safety in compliance with ISO 45001, OSH (Safety and Health Committee) Regulation and OSH (Safety and Health Officer) Regulation.

Note: Detail of information can refer to <http://osh-isis.com/dev>

\* Terms and conditions are applied

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**Trainer Profile: <http://osh-isis.com/outline/dmn.pdf>**

# Why Us

## Why OSH-ISIS Shall Be Your Preferred Partner

OSH ISIS provide a professional services motivated to design management system through dynamic platform for industry stakeholders.

More view on our system (click for viewing;



Simplified Management System






Hyperlinked Management System

**Read More..**

### OSH-ISIS Provide Solution for:



OSH Training	OSH Smart Tool	OSH Consultancy	OSHE&Q Facilitation
	<a href="https://youtu.be/Nk4OVIOkcUA">https://youtu.be/Nk4OVIOkcUA</a>	e-HIRARC Program. A smart tool for assessing risk and danger at workplace	Sample: <a href="http://osh-isis.com/hirarc.xlsx">http://osh-isis.com/hirarc.xlsx</a>
	<a href="https://youtu.be/ojkhfwsJyvE">https://youtu.be/ojkhfwsJyvE</a>	Integrated Safety Inspection System. An integration program to comply OSH-related laws and ISO 45001	Sample: <a href="http://osh-isis.com/isis.xls">http://osh-isis.com/isis.xls</a>
	<a href="https://youtu.be/D8Xotr76_cw">https://youtu.be/D8Xotr76_cw</a>	An effective management of OSH legal	