

# Programme

## OH&S Management Systems Auditor Lead Auditor

Day 1			Day 2			Day 3			Day 4			Day 5			
			8.30		Learning review Review of evening work	8.30		Learning review. Review of evening work	8.30		Learning review. Review of evening work	8.30		Learning review	
			9.00	6	Audit roles and responsibilities							09.15	18	Auditor development.	
9.30	1	Start of course	9.30	7	Overview of the audit process	9.30	10	Meetings	9.30	15	Audit skills.	09.30		Exam preparation.	
10.45		Break	10.00		Break	10.00		Break	10.15		Break	10.00		Break	
11.00	2	Verification of pre- course work - Exercise	10.15	8	Pre-audit activities and scopes	10.15	11	Process and area audits	10.30	16	Performing the audit	10.15		Course review and close.	
			11.00	9	Stage 1 Audit - Purpose and activities	11.00	12	Audit planning and checklists	11.15	17	Introduce case study – Stage 2 audit.	10.30			Examination
			11.15	9	Review of the documented system – case study	11.30	12	Create audit checklists – case study part 1	11.30	17	Case study – Prepare audit plan & checklists.				
12.30		Lunch	12.30		Lunch	12.30		Lunch	12.30		Working lunch			Lunch	
13.15	2	Review exercise	13.15	9	Review.	13.15	12	Review case study part 1 Case study part 2	13.30	17	Case study – Stage 2 role-play audits  (including breaks) Case study – Stage 2 role-play audits.	Lunch - time to be confirmed, however this is typically 13.00			
14.00	3	ISO 45001 – Purpose and overview	14.00	9	Top-management interview - case study										
15.00		Break	15.00		Break	15.00	Break								
15.15	4	ISO 45001 - clause requirements and evidence	15.15	9	Site tour and risk assessment – case study	15.15	12	Review case study part 2		17					
			15.45	13		Audit reporting and nonconformities.									
17.00		Break	17.00		Break	17.00		Break			Working break				
17.15	5	Preventive risk management	17.15	9	Plan the Stage 2 audit – case study	17.15	14	Corrective action and follow up.	17.15	17	Case study - report preparation.				
17:50		Introduce evening work	18.25		Introduce evening work	18.00		Introduce evening work	17.45	17	Case study - report presentation.				
18:00		Close of Day 1	18:00		Close of Day 2	18:00		Close of Day 3	18:30		Close of Day 4				

Note - This programme is for guidance only and may be changed without notification. Start and finish times will usually remain unchanged.