

# RABQSA Certified Occupational Health and Safety Management System Lead Auditor Training Course

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## AGENDA

### Day 1

Time	Subject
8:00 a.m.	<b>Module 1: Introduction and Course Objectives</b> Student Evaluation Getting to Know Each Other Review 'I Can' documents (completed precourse) <b>Module 2: Management System Auditor Certification</b> Break <b>Module 3: OHSMS Standards and Registration</b> Workshop 1 – Hazards and Risks of Training Room Management Systems Workshop 2 – PDCA Workshop 3 – Pre Course Questionnaire - Review of OHSAS 18001 Standard
12:00 p.m.	<b>Lunch</b>
12:45 p.m.	<b>Module 4: Introduction to OHSMS Auditing, Overview of the Audit Process and Role of the Auditor</b> ISO 19011 Review Workshop 4 – ISO 19011 Terms and Definitions <b>Module 5: Audit Requirements and Preparation</b> Workshop 5 – Understanding the Audit Application Break Workshop 6 – Audit Scope Definition <b>Module 6: Audit Preparation</b> Auditor Characteristics, Audit Team Workshop 7 – Selecting the Audit Team Checklists Introduce Evening Work
5:00 p.m.	<b>Close of class for the day</b>

***Supplementary Study Day 1***  
***Read the Quik-Start policy manual***

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### **AGENDA**

#### **Day 2**

Time	Subject
8:00 a.m.	Review Supplementary Study Workshop 8 – Preparing Checklists <b>Module 6: Audit Preparation (cont.)</b> Documentation Workshop 9 – Identifying Documentation Needs Break <b>Module 7: Managing an Audit Program</b> Workshop 10 – Managing an Audit Program <b>Module 8: Audit Planning</b> Planning the Audit Workshop 11 – Audit Conventions Workshop 12 – Managing the Audit Team
12:00 p.m.	<b>Lunch</b>
12:45 p.m.	<b>Module 9: Understanding the Organization to be Audited</b> Health and Safety Regulations Quik-Start Tour Workshop 13 – Site Tour of Quik-Start and Applicable H&S Regulations Break Hazards and Risks Workshop 14 – Risk Assessment Introduce Evening Work
5:00 p.m.	<b>Close of class for the day</b>

***Supplementary Study Day 2***  
***Complete Workshop 15: TV Interview***

## **AGENDA**

### **Day 3**

Time	Subject
8:00 a.m.	Review Results of TV Interview and Supplementary Study <b>Module 9: Understanding the Organization to be Audited (cont.)</b> Stage 1 Documentation Review Workshop 16 – Documentation Review Break <b>Module 10: Audit Evaluation – Stage 1</b> Audit Purpose, Nonconformities Workshop 17 – Review Example Nonconformities Corrective/Preventive Action Workshop 18 – Determining Adequacy of Corrective/Preventive Actions Workshop 19 – Evaluating Evidence Case Study 1 - 5
12:00 p.m.	<b>Lunch</b>
12:45 p.m.	Review of Workshop 19 Workshop 20 – Writing and Nonconformity Statement Workshop 21 – Conclusion of Stage 1 <b>Module 11: Audit Evaluation – Stage 2</b> Audit Schedules Workshop 22 - Part 1 – Estimating Auditor Days Break Audit Schedules (cont.) Workshop 22 - Part 2 – Developing Audit Schedule Opening Meeting Workshop 23 – Preparing for an Opening Meeting Workshop 24 – Interview with Management Elements of Communication Workshop 25 – When to Terminate an Audit Introduce Evening Work
5:00 p.m.	<b>Close of class for the day</b>

### **Supplementary Study Day 3**

## **AGENDA**

### **Day 4**

Time	Subject
8:00 a.m.	Review Supplementary Study <b>Module 11: Audit Evaluation – Stage 2 (cont.)</b> Evaluating Evidence Workshop 26 – Evaluating Evidence Stage 2 (Case Study 6-10) Break Evaluating Evidence Workshop 26 – Evaluating Evidence Stage 2 (Feedback)  Evaluating Evidence Workshop 27 – Evaluating Evidence Stage 2 (Case Study 11-15) Evaluating Evidence Workshop 27 – Evaluating Evidence Stage 2 (Feedback)
12:00 p.m.	<b>Lunch</b>
12:45 p.m.	<b>Module 12: Reporting</b> Workshop 28 Closing Meeting Corrective and Preventive Action  Break Workshop 29 - Write a Summary Report Introduce Evening Work
5:00 p.m.	<b>Close of class for the day</b>

***Supplementary Study Day 4  
(Complete Summary Report)***

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### **AGENDA**

#### **Day 5**

Time	Subject
8:00 a.m.	Review Supplementary Study Course summary and questions Exam briefing
	Break
10:00 a.m.	<b>Exam</b>
12:00 p.m.	<b>Close of Course</b>