

IRCA Certificated Course No. A17357 – provided by TÜV NORD CERT GmbH



OH&S MS Auditor/Lead Auditor Training Course



TÜV NORD is a well-established and reliable partner for inspection and certification services throughout the world. With more than 1,200 experienced experts, our pool of auditors guarantees the highest level of competence in the certification of management systems, products and personnel.

Learning objectives:

The aim of this course is to provide students with the knowledge and skills required to perform first, second and third-party audits of OH&S management systems to the current OHSAS 18001 standard, in accordance with ISO 19011 and ISO/IEC 17021 guidelines for management system auditing. In detail, the training course will provide technical knowledge and practical skills to become a competent Lead Auditor, including via the following:

- purpose and benefits of an OH&S management system
- explain the role of an auditor in the planning, conducting, reporting and follow-up of audits as per BS OHSAS 18001, ISO 19011 and ISO/IEC 17021
- explain the elements essential for the operation and documentation of an OH&S MS:
 - initial status review and its role in the development of the organization's OH&S MS
 - different risk assessment tools and techniques available to organizations
 - OH&S MS planning techniques, including the establishment of OH&S policy and objectives
 - OH&S policies with respect to the health, safety and welfare obligations to employees, customers, suppliers, contractors and the public

- methods for the development and implementation of emergency response and preparedness plans
 - methods for establishing appropriate controls based on the assessment of acceptable risk generated by the organization's operations
 - auditing the OH&S MS and the verification of its on-site implementation
 - periodic status review/management review of the effectiveness of the OH&S MS
 - continuous improvement of the OH&S MS, based on the PDCA model
- purpose of and differences between 1st, 2nd and 3rd party audits

Successful completion of the course (including examination) will result in the issue of a certificate which may be used to support an application to become registered as an IRCA auditor. Being certified as an IRCA auditor is a clear statement that you are a recognized, qualified and capable auditing professional.

Preconditions/knowledge:

The students are expected to have basic knowledge of OH&S issues and the requirements of the current version of (BS) OHSAS 18001. Otherwise it is recommended to attend the Foundation Training Course before attending this Lead Auditor Training.

Prospective students who are qualified auditors in other fields (QMS, EMS etc.) may find the 3-day IRCA/2010 OH&S MS Auditor Conversion Training Course more appropriate.

Group of participants:

All those who require detailed knowledge of OH&S MS auditing processes are welcome. Management system consultants, relevant levels of management who are involved

Duration:	five days with concluding examination
Location/date:	business hotels, training centers or customers premises if required
Course instructor:	professional lecturers from TÜV NORD or appointed partner organization

in ISO 18001 implementation and maintenance, personnel working with regulatory authorities and all those who require a detailed knowledge of the OH&S MS audit process. The number of participants is limited to max. 20 people.

Conditions of participation and payment

Registration must be in writing (e.g. also by fax and email) before the start of the seminar. Applications are recorded in an address file, processed in the order in which they are received, and then confirmed if accepted. Registration is binding for the participant.

It is only possible for the participant to cancel the registration cost-free up to three weeks before the start of the seminar. Cancellation must be in writing. If cancellation is received later or the participant fails to attend or breaks off the seminar prior to completion, we will charge the full amount for the seminar. The relevant date is the date when the cancellation is received at our office. It is possible to name a substitute at any time. Payment of the seminar fee confers entitlement to receive the seminar documents.

The participation fees are net prices. If not stated to the contrary, the current statutory rate of VAT must be added. The participation fee falls due upon receipt of invoice, without any deduction. Please only transfer the stated invoice amount following receipt of invoice, stating the invoice number.

TÜV NORD retains the right to cancel a seminar based on an insufficient number of participants or if reasons for cancellation exist for which TÜV NORD is not responsible (e.g. illness of the trainer, Act of God). The participants are informed immediately in such cases. Any seminar fees that have already been paid are reimbursed; further claims are expressly excluded!

Final provisions

If one or more of the above provisions should be or become invalid, the validity of the remaining conditions shall not be affected. Provision(s) which approach as closely as possible the business or economic objective of the contract and which take due account of the interests of both parties shall replace the ineffective provision(s).

The data required for registration is only transferred to third parties after the current valid data protection regulations have been taken into consideration.

Please use one of the following options for your application:

www.tuv-nord.com/irca

or email:

or phone:

Application

**I wish to participate in your training course:
OH&S MS Auditor/Lead Auditor**

Sender (Please print name)

.....
Company name

.....
First name/Last name

.....
Position

.....
Street

.....
Postcode/Place

.....
Phone

.....
Fax

Attendance fee:

The fee includes handouts and catering as well as the examination fee. A certificate will be awarded for successful completion of the examination. You will receive detailed information regarding the venue with confirmation of course registration.

I confirm suitable basic knowledge of OH&S issues.

With my signature I accept the aforementioned conditions of participation.

.....
Place/Date

.....
Firm stamp/Signature