

Course Objective

- Training allows the course attendee to competently participate in audits.
- Requirements of Regulations to identify and evaluate workplace hazards including scheduled periodic inspections.
- Provide the On-site Audit using common inspection criteria and tools to identify potential job hazards.
- Emphasize Audit techniques and skills required to perform constructive and effective Jobsite audits such as communication, observation, and interpersonal skills.
- Provide the information & skills to participate in HSE and general Auditing as a team member.

Topics Covered

Audience

- Requirements for any candidate who is expected to participate in the auditing process as a team member.
- Any individuals seeking initial or refresher certification to meet regulatory.

Prerequisite

Working knowledge of risk management Familiarity with Auditing Standard

Activities

Day 1: Principles of Auditing and Audit Requirements

- Pre-Test
- Audits, Assessments, and Inspections Definition
- Group Exercise
- Principles of Auditing
- Audit Definition
- Audit Basics
- Audit Benefits
- Audit Limitations
- Objectives of Audits
- Group Exercise
- Need for Audits
- What Are You Auditing Against?
- Audit Tools
- Compliance with internal standards

- Compliance with consensus standards
- BASELINING
- BENCHMARKING
- Self-Governance
- Compliance Verification
- Review & Questions

Day 2: Audit Process, Pre-Audit Activity, and Conducting Audit

- Audit Protocol
- Audit Process
- Audit Techniques
- Group Exercise
- Auditor Attributes
- Audit team
- Pre-Audit Activity
- Group Activity
- Initial Preparation
- Detailed planning
- Opening Meetings
- Conducting Audit
- Performing the Audit
- Asking Questions
- What, Why, When, How, Where, Who
- Group Exercise
- Evidence Gathering – Interviewing
- Types of Evidence
- Verifying Evidence
- Recording Findings
- Daily Briefings

Day 3: Developing Final Audit Report and Post Audit Requirements

- Evidence Gathering – Interviewing
- Types of Evidence
- Verifying Evidence
- Recording Findings
- Daily Briefings
- Developing Final Audit Report
- Formal Report
- Summarize & Report
- Closing Meeting
- The Golden Rule

- Post Audit Requirement
- Follow Up
- What Next
- Final discussion and questions
- Posttest
- Close the class by distributing the class evaluation form