



ISO 14001/OHSAS 18001 Internal Auditing & Integrated Management System

Introduction

An integrated business management system focuses on competitive advantage, employing common processes to efficiently manage and optimize performance. The course aims to provide guidance and practical experience in planning, executing, and reporting integrated audits, on all standards at one time. Participants will learn the documentation process, how to conduct an audit, complete the audit report, and take corrective action using a case study, which includes the integrated approach. This course offers an introduction to the principles of auditing an integrated management systems. The purpose of this course is to equip you with the knowledge and skills needed to perform internal audits on all standards and to contribute to the continual improvement of the management system. Delegates are expected to have knowledge of quality, environmental, health and safety audits within organizations before attending this course. This background knowledge is provided on the relevant ISO 14001, ISO 9001 and OHSAS Awareness Training. On course completion you will be able to:

- Explain the purpose and structure of ISO 9001, ISO 14001 and OHSAS 18001
- Describe the responsibilities of an internal auditor and describe the role of internal audit in the maintenance and improvement of management systems, in accordance with the three standards
- Explain the principles, process and selected techniques used for the assignment and management of the aspects and impacts, including the significance of these for Integrated Management Systems auditors
- Plan and prepare for an internal audit, gather audit evidence through observation, interview and sampling of documents and records
- Write factual audit reports that help to improve the effectiveness of the management system
- Suggest ways in which the effectiveness of corrective action might be verified



Who Should Attend?

Managers, Team Leaders, Line Managers, Superintendents, OE Champions, Quality and Project Managers, Supervisors, Executives, Internal and External Auditors, Members of IT Team, Health & Safety Managers, Risk Managers, Business Process Owners, Business Finance Managers, Business Risk Managers, Regulatory Compliance Managers, Project Managers, Continuity, Risk, Quality, IT and Environmental Managers, Anyone involved in the system development, implementation and maintenance, Regulatory Affairs Managers, Consultants, Anyone who is involved in ISO standards

Course Objectives:

By the end of this course, delegates will be able to:

- Understand the integrated management systems auditing process
- Knowhow to conduct an integrated QEHS internal audit
- Describe the responsibilities of an internal auditor and describe the role of internal audit in the improvement of management systems
- Understand the conduct of an effective audit in the context of the auditee's organizational situation
- Learn the methodology for internal audit preparation
- Understand the application of the regulations, and the conduct of the audit
- Conduct an internal ISO14001 / OHSAS 18001 internal audit
- Use a positive audit approach that seeks to added
- Identify audit criteria for the organization that goes beyond ISO14001 & OHSAS 18001
- Develop a customized checklist unique to the organization to be audited
- Use document review, interviews and observation to collect objective evidence
- Audit clause-by-clause and EMS & OHSAS themes
- Evaluate the organization's status relative to each requirement of ISO14001 and OHSAS 18001
- Communicate findings in a clear and useful way



Course Outline

- Introduction to and benefits of an IMS
- Introduction to management system standards
- Processes and process development
- Policy and planning
- Implementation and controls
- Documentation
- Performance assessment and audit
- Management review
- Project planning
- The ISO standard explained
- The challenge for Top Management
- Eight quality management principles
- Overview of ISO 9001:2008 requirements
- Overview of ISO 14001:2004 requirements
- Overview of OHSAS 18001:2007 requirements
- EMS/OHSMS management system documentation
- Understanding commonalities and specific differences between ISO 9001, ISO 14001 and OHSAS 18001
- Integrating ISO 9001, ISO 14001 and OHSAS 18001
- Understanding process mapping/ environmental aspect identification and impact evaluation/ OHS hazard identification and risk assessment
- Defining the audit scope, criteria, frequency, methodologies, responsibilities and requirements (ISO 19011)



- Management of audit programs
- Audit planning and preparation
- How to carry out documentation review, interviews and site inspection during an audit
- Writing nonconformity statements
- Preparation of audit report
- Corrective action and closeout (using CARs)