



Internal Auditor / Workplace Health & Safety Auditor Package (no 4)

Cost: \$1,800 incl GST **Duration:** 3 Days April 15,16 and 19th **Time:** 9:30am to 3:30pm

Location: Logan Chamber of Commerce , Unit 3 , 12 Vanessa Boulevard , Springwood ,Qld ,4127

For more info: www.iigi.com or 1300 857 149

Email: admin@iigi.com.au

Purpose The principles and practices contained in this 3 day course apply to Quality, Environmental, Safety, Carbon, Energy and Integrated Management Systems. This course takes a practical approach to auditing and is:

- Designed for Internal Audit Program Managers to establish audit programs that add value and identify and manage business and process risk
- Guide and Train auditors to plan conduct and report on internal audits, thus providing managers at all levels within the organisation with meaningful feedback on the strengths, weaknesses and improvement opportunities available to them

Course Outline This course covers the following topics.

- introduction to the Principles and Practices related to Internal Auditing
- Overview of the Internal Audit Process / Characteristics of an Effective Auditor
- Audit Scheduling including the various styles of auditing and how to maintain an audit schedule
- Audit Planning – setting and reviewing the audit criteria, preparing audit documents, review of the types of work documents, checklists and flow charts
- Intro & Overview AS 4801 Rules and Regulations of WH&S ,ISO 18000

Learning Outcomes On completion of the course participants will have an understanding of:

- ✓ Establish an effective audit program / Prepare effective audit checklists
- ✓ Schedule audits on the basis of risk and importance of processes
- ✓ Conduct audits and prepare effective audit reports / Review and follow up corrective actions

Course Information

- Conducting an Audit - the audit process, entry/opening meeting, information and evidence gathering, recording evidence, using various evidence gathering techniques, evaluating evidence, audit debrief preparation, conducting the audit debrief/closing meeting
- The Audit Report– who are the customers of the report, reviewing report writing styles, the content of the report, preparing the report, raising non-conformances,
- Follow-up Actions – corrective and preventative action, internal audits and management reviews
- Establishment, implementation, monitoring, review and improvement of an audit program.

The course includes a number of practical activities including role plays, cases studies, group discussions and team exercises.

Course Fee Inclusions

The fee for this course includes all pre-course administrative support, comprehensive course notes, Certificates and lunch & refreshments.

