

# OHSAS 18000 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM AUDITOR/LEAD AUDITOR TRAINING COURSE



*Certificated by*  
**International Register of Certificated Auditors (IRCA) - UK**  
*Course Provider*  
**Nigel Bauer & Associates, UK**  
(Course Registration No. A 17357)  
*delivered by*  
**FICCI QUALITY FORUM**



## 1. COURSE OBJECTIVE

The aim of the course is to:

- Describe the fundamental purpose of an occupational health and safety management system (OHSMS) as well as the principles, processes and techniques used for the assessment and management of employee safety, occupational health and its prevention.
- Interpret the requirements of OHSAS 18001:2007 in the context of an audit of an organization's OHSMS.
- Explain the role of an auditor to plan, conduct, report and follow up of OHSMS audit in accordance with ISO 19011.

## 2. WHO SHOULD ATTEND?

The course is suitable for those:

- Who require a detailed knowledge of OH & S auditing process.
- Whose jobs involve OH & S assessment of suppliers and potential suppliers.
- Who are responsible for managing the internal OH & S safety audit function within their organisation.
- Who are involved in preparing their organisation for assessment by customers or certification body for OHSAS
- Who wish to become registered as OHSMS Auditor or Lead Auditor with International Register of Certificated Auditors (IRCA - UK).

## 3. PREREQUISITE

Prior to commencement of the course, participants are expected to have an understanding of the content & implementation of OHSAS 18001 international standard.

## 4. COURSE CONTENT

Please see page 3 of this brochure.

## 5. RECOGNITION

The course is recognised by the IRCA, UK (International Register of Certificated Auditors). The course meets the training requirements for individuals seeking registration as OHSMS Auditors/Lead Auditor with IRCA. The course bears IRCA Certification No. A 17357

## 6. COURSE MATERIAL

Registered participants are sent pre-course exercise material in advance along with OHSAS 18001 standard for their study. Course kit comprising detailed course material, handouts and audit exercises is given during the training to each participant.

## 7. CERTIFICATE

Those participants who successfully complete the continuous assessment during the course and also the written examination, which is conducted on 5th day of the course, **will be issued certificate by Nigel Bauer & Associates, UK.**

## 7. ABOUT OUR FACULTY

The course will be delivered by following two faculty members:

Our faculty of this course **Mr V K Sehgal** is an expert on Occupational Health and Safety Management Systems. He is a Mechanical Engineer from Delhi University and is certified Lead Auditor OHSAS18001 with Vincotte International India Assessment Services and Bureau of Indian Standards (BIS). He has overall 40 years of professional experience, out of which 15 years in the area of OHSAS 18001 and ISO 14001 consultancies, training and auditing.

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He has initiated, launched and established ISO 14001 and OHSAS 18001 certification scheme during his tenure with Bureau of Indian Standards (BIS) and has more than 400 man days auditing experience in QMS, EMS and OHSAS. He has delivered more than 20 LA courses on OHSAS and EMS.

**Mr S C Arora** a renowned faculty of auditor courses and has rich experience of over 40 years in designing, implementing, auditing of various management systems. He is IRCA UK certificated Lead Auditor for QMS and EMS (Registration No. A005025) and has conducted more than 200 Lead Auditor Courses for various management systems not only in India but in other countries viz. Bangladesh, Bahrain, Bhutan, Kyrgyzstan, Malawi, Maldives, Mauritius, Nepal Oman, Sri Lanka, Tajikistan, etc.

#### **9. ABOUT FICCI QUALITY FORUM**

FICCI Quality Forum (FQF) is a specialized division of FICCI set up to sharpen the competitive edge of Indian Industry. FQF provides training, consultancy and research services focused on enhancing the quality quotient of clients and partner organization. FQF in collaboration with Nigel Bauer and Associates, UK offers IRCA, UK approved Auditor Lead Auditor training courses on Quality Management System (QMS) ISO 9001, Environment Management System (EMS) ISO 14001, Food Safety Management System (FSMS) ISO 22000 and Occupational Health and Safety Management System (OHSAS) 18001 standards. In addition we also provide training on Six Sigma Green and Black belt certification, training on Leadership, Organizational Excellence, Creativity and Innovation etc. We also provide consultancy on effective implementation of above management systems standards leading to certification and six sigma implementation.

#### **10. COURSE ORGANISATION, SCHEDULE & REGISTRATION PROCEDURE**

The course is of non-residential nature. The course is of 5 days duration and starts at 0900 hrs and goes up to 1830 hrs daily for the first four days & on the fifth day, after the written examination, the course finishes at 1700 hrs. Tea/Coffee and working lunch is provided by the organisers.

**The fee for the course is Rs. 20,852/- per participant plus 10.30% Service Tax (Total Rs 23,000/-)** The seats in the course are limited to maximum 20 and are allocated on first-come-first served basis.

For joining the course, please send the following at the mailing address of FICCI (mentioned below):

- Particulars of the participants (name, designation, email, postal address, phone number, etc)
- Fee draft/cheque payable in favour of "FICCI QUALITY FORUM".

No separate registration form is required to be filled in.

#### **11. COURSE DATES**

**February 27 – March 2, 2012**

#### **12. COURSE VENUE**

**Federation of Indian Chambers of Commerce & Industry (FICCI),**  
Federation House,  
1 Tansen Marg, Near Mandi House  
**New Delhi –110001, India**

For further details and to reserve your seat, please contact:

**Mr. Mritunjay Kumar**  
Course Coordinator  
**FICCI Quality Forum**  
**Federation House, Tansen Marg**  
**New Delhi - 110 001**  
Phones: +91-11-23487356 (Dir) or 2359735 & 23739947  
**Mobile: +91-9911164501**  
E Mail: [mritunjay.kumar@ficci.com](mailto:mritunjay.kumar@ficci.com)  
Or  
[fqf@ficci.com](mailto:fqf@ficci.com)

For any technical clarification you may contact our faculty

Mr. S C Arora  
Email: [scarora@ficci.com](mailto:scarora@ficci.com)  
Ph # +919810115588

### 13. COURSE CONTENT

#### Introduction

- IRCA and the Auditor Registration Scheme
- Auditor Codes of Conduct
- Auditor Training from Nigel Bauer Associates

#### An overview of Health & Safety

- What is Occupational Health & Safety?
- Fundamentals of Health & Safety Management Statutory Instruments and Legislation
- An overview of Occupational Health & Safety
- Relationship to other management system standards

#### The Requirements of OHSAS 18001

- An Introduction to OHSAS 18001
- An overview of OHSAS 18001 requirements
- Hazard Identification and Risk Assessment techniques
- Risk Control

#### Management Systems Auditing

- What is an Audit and why are Audits necessary?
- The Audit Process
- Auditing in relation to OHSAS 18001
- ISO 19011 and auditor competence

#### The Assessment Process

- An Overview
- Initial Contact
- Pre-Assessment Visits
- Document Review
- Initial Preparation
- Development of the Assessment Schedule
- Communication
- Detailed Planning
- The On-Site Assessment
- Opening Meeting
- Audit Conduct
- Evaluating Results
- Closing Meeting
- Corrective Action
- Formal Report
- Follow-Up and Surveillance Visits
- Exercises on above

#### Audit Tools & Techniques

- Detailed Planning & Check List development
- Searching for Evidence
- Conducting Interview and Asking Questions
- Auditor and Auditee Tactics
- Recording the Results
- Exercises on above

### Comments from participants of our ISO Lead Auditor Courses

Reproduced below are some of the answers given by past participants to the question, "What did you enjoy most about the course"?

- ☞ The course and the manner in which it was delivered certainly deserve high grades on the scale. It has gone beyond what I had actually expected before being part of it.
- ☞ The friendly and tension free environment created by the trainers.
- ☞ Calmness of trainers in answering all the queries.
- ☞ The learning that comes with each course is always good but the way it is given is really important. The Course material/learning were very well disseminated and the ease with which I could learn was good. I enjoyed learning.
- ☞ The group activities conducted for assimilation of subject.
- ☞ The structured methodology and experience and expertise level of the faculty.
- ☞ Ample time being given to every clause of the standard.
- ☞ Training material was very clear and sequential methodology was conducive to learning.
- ☞ The Role Play-Audit, Exercises in groups & individual assignments.
- ☞ The deliberations by the Lead Faculty were the best thing. His pace & pitch during the entire course was constant which led to good learning.
- ☞ Good learning and understanding on Standard and also its practical applicability is well understood.
- ☞ Lively presentation, healthy interaction and professional approach.
- ☞ Teaching method was excellent, still can't believe that whole concept can be understood so well in 5 days.