



WHS (ISO 45001:2018) Lead Auditor – OH916
Course Outline

Aim:	To provide auditors with the necessary knowledge and skills to competently conduct third party assessments of Safety (WHS) Management Systems.
Options:	This course includes modules AU, OH 45001 and TL (Exemplar Global TPECS). Recognition of prior learning will be awarded for Modules AU and TL if they have been completed within three years from course date.
Pre-requisites	Nil
Length:	5 days (40 hours) or 2.5 days (20 hours) if Modules AU and TL have been completed previously.
Course Fee:	SGD 1,500
Course Date:	To be confirmed
Venue :	To be confirmed
SDU Point: (SISO)	40
Certification:	Exemplar Global TPECS Certified Training Provider (OH916).
Scope:	This Course is in module format such that the first two days provide an introduction to auditing management systems and focuses on the skills required for auditing (Module AU). The third and fourth days focus on ISO 45001 and WHS specific issues, particularly relevant to external auditing (Module OH 45001). The fifth day is focussed on lead auditor specific requirements and the certification process (Module TL).
Who shall Attend:	Certification auditors, Internal auditor, QEHS manager / Executive, QEHS Engineer, Workplace safety & Health officer/personnel, Fire Safety personnel etc.
How will I benefit:	<ul style="list-style-type: none">• Identify the aims and benefits of ISO 45001 audit• Interpret ISO 45001 requirements for audit application• Plan, conduct and follow up auditing activities that add value



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Days 1 & 2:

Module AU – ‘Management Systems Auditing’

- quality, history of management systems
- continual improvement
- standards
- the audit process
- communication skills
- roles, responsibilities and skills of an auditor
- developing questions
- ISO 19011
- planning audits & reviewing documentation
- audit reports and corrective action
- auditor techniques
- process based auditing and sampling
- role play – dummy internal audit.

Day 3 & 4:

Module OH 45001 – ‘Auditing Safety Management Systems’

- WHS & documentation
- workplace safety
- Initial Safety Reviews & risk assessment
- WHS management principles
- ISO 45001 in detail
- process based auditing and sampling
- role play – dummy external audit.

Day 5: Module TL – ‘Leading Management Systems Audit Teams’

- the certification process
- lead auditor skills, abilities and Code of Conduct
- legal/ethical aspects of auditing
- JAS-ANZ & Exemplar Global.

Examination: Participants are competently assessed during activities throughout the Course, including a role play external audit during the afternoon of Day 4 and through a written examination on the afternoon of the final day. All participants on the Course receive a Certificate of Attendance. Those who are deemed ‘competent’ after the examination shall receive a Certificate of Attainment in lieu and automatically qualifies as a Provisional Auditor with Exemplar Global.



Course Registration Form

Company Name:	
Company Address:	
Contact Person:	
Designation:	
Contact Number:	
Email:	

Participants' Details

S/no.	Name of Participants	Designation	Meal Preference
1			Muslim / Vegetarian / others :
2			Muslim / Vegetarian / others :
3			Muslim / Vegetarian / others :

Terms and Conditions

- Registration : Confirm of registration will only be accepted upon receiving course enrolment application and declaration form. Training course fee must be paid in full at least 10 working days before the course start dates
- Payment : All Cheques should be made payable to "Quality@Works Management Systems Pte Ltd".
All Cheques can be mail to 21 Bukit Batok Crescent #28-72 WCEGA Tower Singapore 658065
- Refund : There will be no cancellation after registration is confirmed. If a participant registers for a training/seminar and fails to attend, no refund can be claimed.
Participants can ask for replacement of another person or attend future of the same value.

Declaration: I hereby declare that the information supplied in this application are true and correct to the best of my knowledge

Company Stamp
(if applicable)

Name & Signature
(Company Representative or
Applicant Name)

Date

QUALITY@WORKS Management Systems Pte. Ltd.

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