


Training Document: Conducting an effective audit			
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Overview: Conducting an effective audit

Course duration: 1 day.

- This course deals with the techniques required for effective health and safety auditing, and how to use these techniques effectively in practice.
- The programme covers all the steps required for a single audit, with additional sessions on planning audits and preparing audit procedures for organisations.

The benefits of conducting an effective audit include:

- Effective training starts with good planning and preparation.
- We recognise you need relevant, practical training to give you the skills to contribute to your success.
- We offer clear, pragmatic advice allowing you to make an informed choice.
- We systematically evaluate your requirements, so you know we're committed to giving a quality service.

Is it right for me?

Prerequisites none.

- However, knowledge of management systems in general, and safety management systems in particular, will aid understanding.
- Managers and health and safety professionals wishing to develop their auditing skills.

What will I learn?

On completion, delegates will:

- To provide participants with the skills necessary to plan and conduct health and safety audits, and to prepare audit procedures for organisations.
- Plan a health and safety audit and audit procedures.
- Identify standards against which to audit
- Check conformance with standards using appropriate techniques
- Record and analyse audit data and provide feedback on audit results

What will it cover?

Overview of audit types and techniques

Establishing standards against which to audit

- External standards
- Internal standards

Recording standards against which to audit Core skills for checking conformance with standards

- Observation
- Interviewing
- Risk assessment

The main audit checks

- Documentation and records
- Physical conditions
- Activities

Process and Development

- Recording and analysis of audit results
- Reporting and feedback of audit results
- Planning an audit
- Preparing audit procedures

Notes

- Safety footwear and clothing for site visit may be required if applicable