

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
July 29 – August 2, 2013

at
FICCI, NEW DELHI



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?

You should attend this course if:

- You require a detailed knowledge of OH & S auditing process.
- Your jobs involve OH & S assessment of suppliers and potential suppliers.
- You are responsible for managing the internal OH & S safety audit function within their organization.
- You are involved in preparing their organization for assessment by customers or certification body for OHSAS
- You 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 recognized 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.**

8. ABOUT OUR FACULTY

Our Lead Faculty of this course **Mr S C Arora** a renowned faculty of management systems 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 (Registration NO A005025) and approved Lead Tutor for QMS, EMS and OHSAS has conducted more than 200 Lead Auditor Courses till date not only in India but in also other countries in SAARC region, Central Asia, Middle East, East Africa & Southern Africa. He is the author of six books on management systems related subjects

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published by International Trade Centre, UNCTAD/WTO, Geneva and United Nations Industrial Development Organization (UNIDO), Vienna for worldwide distribution. He is the Principal Consultant of FICCI Quality Forum and has provided consultancy to multinational, large, medium and small companies in India and abroad for effective implementation of the ISO 9001, ISO 14001 & OHSAS 18001 based management systems.

9. ABOUT FICCI QUALITY FORUM

FICCI Quality Forum (QF) is a specialized division of FICCI set up to sharpen the competitive edge of Indian Industry. QF provides training, consultancy and research services focused on enhancing the quality quotient of clients and partner organization. QF 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 organizers.

The fee for the course is Rs. 21,850/- per participant plus 12.36% Service Tax (Total Rs 24,550/-) 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

July 29 – August 2, 2013

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
Or
fgf@ficci.com

For any technical clarification you may contact our faculty

Mr. S C Arora
Email: scarora@ficci.com
Ph # +919810115588

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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.

LIST OF PARTICIPANTS OF LAST OHSAS 18001 LEAD AUDITOR COURSES

<p>Mr Sanjeev Singhal, HSE Professional Thane, Maharashtra M: 9920608267/9768169672 E: sanjeevsinghal17@gmail.com</p>	<p>Mr Kamaljeet Singh Malhotra Executive –Group Business Excellence Minda Management Services Ltd, Noida, Uttar Pradesh T: 0120-4787136 M: 91-9560917799 E: ksmalhotra@minda.co.in</p>
<p>Md.Azeem khwaja HSE Professional Allahabad M.09161607779 E: azeem_khwaja@rediffmail.com</p>	<p>Mr. Harish Taneja Cairn India Ltd. Gurgaon, Haryana M: 8527794229 E: harish.taneja@cairindia.com</p>
<p>Mr. S.D. Prasad HSE Professional New Delhi-110041 M: 9716977393 E: prasadsheodas@gmail.com</p>	<p>Mr. Shahwaz Mustafa Khan JP Group Etawah, Uttar Pradesh M: 09899468832 E: shahwazkhan@gmail.com</p>
<p>Mr. Anil Kumar Japanese Interpreter New Delhi M: 09818456939 E: anirukuar@rediffmail.com</p>	<p>Mr. C.M.Tiwari. Somany Ceramics Ltd T: 01276-241001-05,Ext.339 M: 9467215431 E: cmtiwari@rediffmail.com</p>
<p>Mr. Sudhakar Mairpadi Director –Q&R Philips Electronics India Limited Gurgaon, Haryana M: 09958371371 T: 0124-4606414 E: sudhakar.mairpadi@philips.com</p>	<p>Ms. Karishma Bist Deputy Director - Resource Conservation & Management, FICCI, New Delhi -110001 T: 011-23357394 M: 09818260682 E: karishma.bist@ficci.com</p>
<p>Ms. Manmeet Kaur Chawla Manager- Q&R Philips Electronics India Limited Gurgaon, Haryana M:09811243589 T: 0124-4606403 E: manmeet.chawla@philips.com chawla.manmeet@gmail.com</p>	<p>Maj.Gen. S. Rishi Senior Consultant, HRT Consultants Faridabad, Haryana T:0129-2504217 M:09811238660 E: srishi37@gmail.com</p>

FACULTY

<p>Mr.S.C.Arora Principal Consultant FICCI Quality Forum Federation of Indian Chambers of Commerce and Industry Federation House, Tansen Marg, New Delhi-110001 T: 011-23487356 E: scarora@ficci.com</p>
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