

## SHEQ (SAFETY, HEALTH, ENVIRONMENT AND QUALITY) INTERNAL AUDITING

### Purpose

This 3 day course is intended for individuals from organizations that are required to conduct Internal Audits and use the practical principles of auditing. This allows you entrance to a Lead Auditor.

### Duration

3 days

### Cost:

R6500 per person

### Course Content

#### DAY 1

- Detail Exposure to ISO 9001:2008, ISO 14001:1996 & OHSAS 18001:1999 Management System.
- Method of Interpret the Requirements
- Case Studies

#### DAY 2

- Auditor Conduct and traits
- Audit Planning
- Development of Audit check lists
- Recording of Non-conformances



## SHEQ (SAFETY, HEALTH, ENVIRONMENT AND QUALITY) INTERNAL AUDITING

### ➤ Case Studies

### DAY 3

- How to conduct opening meetings
- How to remain objective during the Audit process
- How to collate information
- How to conduct a Closing meeting and present the Audit findings
- Method of writing an Audit Report
- Closing of findings
- Case Studies and Role play

### Benefits

- Be able to plan an internal audit
  - Develop a checklist
  - Conduct an Audit objectively
  - Be able to present findings
  - Compile reports and conduct follow-up audits
- Exam

