

# SHE AUDITING – A MANAGEMENT SYSTEMS APPROACH

## APPROVED AND CERTIFIED BY IOSH

11 - 15 May 2015 / Kuala Lumpur

The course is designed to introduce new and experienced auditors to a dynamic risk-based approach for assessing the effectiveness of any HSE-MS, including those based upon ISO 14001 and OHSAS 18001 (and ISO 45001 when published). It has also proven extremely beneficial for preparing technically competent line managers and supervisors prior to secondment to a team auditing an HSE-MS in any environment.



### WHO SHOULD ATTEND?

Health and safety managers  
Environmental managers  
HSE auditors (new and experienced)  
Line managers and supervisors



### INSTRUCTOR : CHRISTOPHER (CHRIS) DOUGHERTY,

Chris Dougherty left the Royal Navy to become a civilian instructional

officer in mechanical and electrical theory following over twenty years as an engineer with responsibility for fuel and logistics, diving, breathing apparatus and fire fighting. Developing a safety career since 1998, Chris is a specialist occupational safety and health course leader, with considerable experience in the petrochemical, marine and food industries. He holds a Level 6 Diploma in Occupational Safety and Health. His training specialisms include construction and demolition safety, permit to work, confined space entry (Sabre Contour 2000 and Drager Plus), risk assessment development and failure recovery procedures. His recent clients include Conoco Phillips in the North Sea, where he was the leader for a two-year program of developing the health and safety competencies of team leaders, operators and contractors. He has worked with energy and petroleum clients in Europe, the USA, Africa, and the Middle and Far East.

### ABOUT THE COURSE

Our auditor training course is the only externally approved integrated management systems auditing class based on both ISO 14001 and OHSAS 18001/ISO 45001 and is suitable for external accreditation of auditors and lead auditors (after suitable practical experience).

Participants work as a member of a team of internal auditors to appraise the Health, Safety and Environmental Management System (HSE-MS) of Petros Barola Ltd, a fictitious but highly realistic case study based on the distribution department of a petroleum distribution company located on the island of Barola.

The program is firmly based in the principles of corporate responsibility for risk management and business control, and the theory and practice of modern risk-based auditing. The case study scenario has been successfully used by participants from many disciplines working in the upstream, midstream and downstream business sectors and key support functions because it enables them to focus on the structure and execution of the audit rather than being distracted by their specialist knowledge of their own sector of the industry.

The intensive five-day course programme consists of a blend of tutorials, workshops and hands-on activities within the audit case study. Participants work in small teams, each led by an experienced lead auditor. Every participant works within the team through each stage of an audit with live face-to-face interviews and a variety of corporate documents and test results to simulate the execution of an actual audit. The culmination is a presentation to the senior management of the company.

The best-selling book 'HSEQ Audits - A Risk-based Approach' by Stephen Asbury ISBN 978-0-415-50811-7 is included in the course materials for all participants.

Candidates who successfully complete the course work, and pass the moderated examination are issued with certificates by IOSH; the Institution of Occupational Safety and Health.

FEE	1 PAX	3 PAX OR MORE
Per Person	USD 4095.00	USD 3795.00

**Early bird discount - Pay Online with Credit Card by 28<sup>th</sup> February  
to SAVE USD 400.00 per person**



### FOR ENQUIRIES

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## YOU WILL LEARN HOW TO

- participate effectively in an audit or review team in line with the standards of the auditing profession, including ISO 19011
- relate audit to the essential principles of corporate governance, risk management, business control and management systems
- add value for senior management from the auditing process
- demonstrate the skills necessary to conduct an effective audit, including:
  - familiarising with the auditee's business environment and objectives
  - developing a risk-based work plan
  - effective interviewing, reviewing and testing techniques
  - recording, analysing and assessing audit findings
  - evaluating the auditee's HSE MS
  - summarising, presenting and reporting at high level the audit results to management

## COURSE CONTENT

### ***Learning and Development:***

- Risk management and business control
- HSE-MS auditing
- Planning the audit
- Review and test processes
- Effective interviewing for information
- Legal and ethical aspects relevant to auditing
- Findings and recommendations
- Audit conclusion

### ***Participation in the comprehensive and detailed Petros Barola case study:***

- Initiating the audit
- Opening meeting
- Audit interviews
- Gathering objective audit evidence
- Preparing the audit report
- Audit team meetings
- Closing meeting
- Audit report and following up

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## COURSE AGENDA

### DAY 1

Course, case study, tutor and participant introductions

- Site visit to audit scope facility

#### **Tutorial 1**

- Risk & Risk-based auditing

*Break*

- Briefing with Lead Auditor

#### **Tutorial 2**

- Management systems and introduction to Petros HSE-MS
- HSE-MS scenario workshop with Lead Auditor (before or after lunch as required)

*Lunch*

- HSE-MS structured control workshop presentations

#### **Tutorial 3**

- Auditing - Principles and Preparation

*Break*

- Opening meeting with auditee (A)
- Team progress meeting

End of day feedback

### DAY 2

Review of day 1, Barola island familiarisation

- Audit team familiarisation - session facilitated by Lead Auditor

*Break*

- Interviewing skills - facilitated discussions, reinforced KLPs
- Prepare for meeting with HSE Manager

*Lunch*

- Meeting with HSE Manager (all)
- Team review and record the meeting

#### **Tutorial 4**

- Fieldwork Planning

*Break*

- Select main risks for work plan (team). Open working papers (individual)

End of day feedback

### DAY 3

Review of day 2

#### **Tutorial 5**

- Conduct fieldwork; review
- Finalise audit work plan and interview schedule

*Break*

- Develop questions for management level interviewees - individual / team exercise
- Interview with Logistics Manager

*Lunch*

- Analyse interview notes (Logistics Manager and two other managers). Develop working papers
- Develop questions for supervisor interviewees - individual / team exercise

*Break*

- Interview with supervisor
- Interview notes // Individual skills feedback from observers
- Team progress meeting - Facilitated teamwork with Lead Auditor

Day review and feedback

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## COURSE AGENDA

### DAY 4

IOSH test of Day 1, 2, 3 content (Tutorials 1 - 5)

- Review of day 3
- Prepare for management / supervisor 'Oracle'
- Manager / Supervisor 'Oracle' interviews

Break

- Legal and ethical aspects of auditing

#### Tutorial 6

- Conduct fieldwork; verify

Lunch (class photograph)

- Develop questions for operator interviews
- Interview with operator
- Interview notes // Individual skills feedback from observers

Break

- Prepare for operator 'Oracle'
- Operator 'Oracle' interviews
- Team progress meeting - Facilitated teamwork with Lead Auditor. Nemawashi (no surprises) briefing

End of day feedback

### DAY 5

Review of day 4 // test results (unconfirmed)

#### Tutorial 7

- Reporting; findings and recommendations

Break

#### Tutorial 8

- Concluding the audit
- Complete working papers, including SMART recommendations and sign off
- Prepare draft audit report, and issue to auditee (collect working papers)

Lunch

- Prepare for team presentation to Petros senior management

Break

- Presentation to Senior Management - Team A
- Presentation to Senior Management - Team B
- Presentation to Senior Management - Team C

Feedback on presentations - Mentoring. End-of-class feedback; warmdown, close

## NOTES

- *This program comprises an authentic case study set in the fictitious but realistic hydrocarbon company 'Petros Barola'. With a series of tutorials providing an excellent blend of support, participants working in an audit team complete each step of a risk-based HSE-MS audit including initiating, planning, conducting and reporting the audit. During the week, they conduct an opening meeting, undertake fieldwork reviews and tests, and meet with a variety of Petros Barola staff. This is an energetic and engaging program delivered by a team led by Stephen Asbury, author of the best-selling book 'HSEQ Audits - A Risk-based Approach', which is included for all participants (ISBN 978 0 415 50811 7).*
- *The class is externally approved and certified by IOSH (the Institution of Occupational Safety and Health), the world's largest health and safety organisation. CPD credits can be claimed by IOSH members.*



FOR ENQUIRIES  
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