



TRAINING
SOLUTIONS

SHEQ INTERNAL AUDITING

PURPOSE

This course is intended for individuals from organisations that are required to conduct Internal SHEQ Audits and use the practical Principles of auditing to determine the organisations conformance to SHEQ requirements.

DURATION

3 days

COURSE CONTENT

Day 1

- Detail Exposure to ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Criteria
- Interpreting the SHEQ Management System Requirements through integration
- Group Activity

Day 2

Detailed exposure to ISO 19011:2002

- Principles of Auditing
 - The Evidence- based Approach
 - Auditor Conduct and traits
- Managing an Audit Programme
 - Audit Planning
 - Audit Scheduling
 - Audit Resources
 - Audit check lists

- Group Activity

Day 3

The Audit Activities

- Initiating the Audit
- Conducting a Document Review [Phase 1 Audit]
- Preparing for on-site activities [Phase 2 Audit]
 - How to prepare an Audit Plan
 - Preparing Working Documents
- Conducting on- site activities
 - How to conduct an Opening Meeting
 - Collecting and verifying information
 - Collating information
 - Writing up Audit findings
 - Preparing Audit Conclusion
 - How to conduct a Closing Meeting and present the Audit findings
- The Audit Report
 - Audit Report Content
 - Distributing the Audit Report
- Conduct a Phase 1 Audit [Public Course]
- Conduct a Phase 2 Audit [In- House only]

COURSE OUTCOME

1. Be able to plan and conduct an internal audit
2. Follow the Evidence- based Approach
3. Report on Findings
4. Compile Audit reports and conduct follow-up audits



www.dekra.co.za

DEKRA International
www.dekra.com

For more information contact Marina Nel: (Tel) 012 663 9413 (Fax) 086 621 7863 (E-mail) marina.nel@dekra.co.za