Haward Technology Middle East

COURSE OVERVIEW HE1041
Basics of HSSE Audit and Inspection
(E-Learning Module)

Course Title
Basics of HSSE Audit and Inspection
(E-Learning Module)

Course Reference
HE1041

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs

Course Description

This E-Learning course is designed to provide participants with a basic overview of HSSE audit and inspection. It covers the importance and difference of audits and inspections; the types of inspections and audits; the phases of the audit and audit principles following ISO 19011; the principles of auditing within the organization; the progress of achieving HSSE targets, maintenance of regulatory compliance and utilization of the HSSE systems and procedures; the performance measures and indicators; the HSSE monitoring system; the various monitoring methods; and the verification of the HSSE systems and processes to be adequate to achieve their purpose.

Further, the course will also discuss the performance monitoring, reporting and evaluation; the reporting structure, approval process, assurance and verification; the periodic review, improvement, annual HSSE plans, self-assessment and third-party audits; the regulatory, peer review, competency improvement, assurance and verification; the inspections, audits techniques, gathering audit evidence, visual observation and examination of records covering dates, participants and actual results; the subsequent actions, employee interviews, sampling of evidence, recording notes and seeking evidence of positives; and planning and developing audit and inspection including preliminary engagement activities, audit strategy and audit program.

During this interactive course, participants will learn the changes during the course of the audit; the tools used to classify and report audit and inspection compliance/non-compliance areas; the classification of audit and inspection compliance/non-compliance findings; the overall compliance rating and identification of the elements of writing a non-compliance; the functions and responsibilities of an effective member of an audit team; the effective audits and inspections; obtaining the audit evidence against the audit criteria; the document review and interview technique; the evidence-based and three-step approaches to evidence-based auditing; the review of procedures and identification of the documents/records pertaining to the same; the document review and proper documentation; the effective interview and review of techniques; the audit report as well as recording, analyzing and assessing audit findings; developing and presenting an HSSE audit and inspection report; making the report that includes emergency report and routine report; reviewing inspection record form and checklist questions for lockout policy using keys; and the work analysis and internal audit checklist for ISO 9001-2015.

Course Objectives

After completing the course, the employee will:-

- Apply and gain a basic knowledge on HSSE audit and inspection

- Articulate audit methodology and framework used within the company (process, guidelines, documentations)

- Define the various assets, systems and machinery within the K company, as well as their inspection requirements

- Identify the various types of audit reports/documents contents and structure

- Describe inspection programs, process and documentations (such as checklists)

- Discuss the importance of audits and inspections including the difference between them

- Identify the types of inspections and audits covering internal, external and certification

- Describe the phases of the audit and audit principles following ISO 19011

- Discuss the principles of auditing within the organization

- Evaluate the progress of achieving HSSE targets, maintain regulatory compliance and utilize the HSSE systems and procedures effectively

- Identify performance measures and indicators as well as establish and document an HSSE monitoring system

- Apply various monitoring methods and verify that the HSSE systems and processes are adequate to achieve their purpose, have been implemented and are effective

- Carryout performance monitoring, reporting and evaluation

- Illustrate reporting structure, approval process, assurance and verification

- Employ periodic review, improvement, annual HSSE plans, self-assessment and third-party audits

- Apply regulatory, peer review, competency, improvement, assurance and verification

- Employ inspections, audits techniques, gathering audit evidence, visual observation and examination of records covering dates, participants and actual results

- Employ subsequent actions, employee interviews, sampling of evidence, recording notes and seeking evidence of positives

- Plan and develop audit and inspection including preliminary engagement activities, audit strategy and audit program

- Recognize the changes during the course of the audit as well as the tools used to classify and report audit and inspection compliance/non-compliance areas

- Classify audit and inspection compliance/non-compliance findings covering a minor, major and critical observation

- Determine the overall compliance rating and identify the elements of writing a non-compliance

- Identify where to start and what to include in a non-compliance statement

- Employ the functions and responsibilities of an effective member of an audit team and effective audit and inspection

- Conduct effective HSSE audits and inspections through preparing for the audit/inspection, initial research and fact-finding, review the findings of the HSSE audit/inspection, making recommendations based on the data obtained, implementing corrective actions and publishing the results of the HSSE audit/inspection

- Obtain audit evidence against the audit criteria and apply document review and interview technique

- Apply an evidence-based and three-step approaches to evidence-based auditing

- Review procedures and identify the documents/records pertaining to the same

- Conduct a document review and perform proper documentation

- Carryout effective interview and reviewing techniques, organize your thoughts, open the discussion, conduct the interview, close the interview and document results

- Audit report as well as record, analyze and assess audit findings

- Develop and present an HSSE audit and inspection report

- Make the report that includes emergency report and routine report

- Review inspection record form and checklist questions for lockout policy using keys

- Apply work analysis and internal audit checklist for ISO 9001-2015

Who Should Attend

This course provides a basic overview of HSSE audit and inspection for health, safety & environment professionals, managers, supervisors, officers, technical auditors on HSSE Management System and those who are involved in carrying out HSSE audits and inspections.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- USA International Association for Continuing Education and Training (IACET)

  Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology
This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee
As per proposal

Course Contents

- Introduction to HSSE Audit & Inspection
- Case study #1
- Quiz #1
- The Importance of Audits and Inspections & the Difference between them
- Why Audit
- Difference Between Audits & Inspections
- Audits
- Case study #2
- Quiz #2
- Types of Inspections and Audits
- Types of Inspections & Audits (Internal, External, Certification)
- Case study #3
- Quiz #3
- Phases of The Audit & Audit Principles Following ISO 19011
- Phases of the Audit
- Audit Preparation
- Principles of Auditing Within the Organization

- Principles of Auditing

- Case study #4

- Quiz #4

- How to Evaluate the Progress of Achieving HSSE Targets, Maintaining Regulatory Compliance &Effectively Utilizing the HSSE Systems and Procedures

- Performance Measures and Indicators

- Establishing and Documenting an HSSE Monitoring System

- Monitoring Methods

- How to Verify that the HSSE Systems & Processes are Adequate to Achieve their Purpose, have been Implemented & are Effective

- Performance Monitoring and Reporting

- System

- HSSE Performance Monitoring and Reporting Standard

- Evaluation

- Reporting Structure

- Approval Process

- Assurance and Verification

- Periodic Review and Improvement

- System

- Annual HSSE Plans

- Self-assessment and Third-Party Audits

- Regulatory

- Peer Review

- Competency

- Improvement

- Assurance and Verification

- Case study #5

- Quiz #5

- Inspections & Audits Techniques

- Techniques for Gathering Audit Evidence

- Visual Observation

- Examination of Records

- Dates

- Participants

- Actual results

- Subsequent actions

- Employee Interviews

- Sampling of Evidence

- Recording Notes

- Examples of Evidence

- Seeking Evidence of Positives

- Objective evidence

- Case Study #6

- Quiz #6

- Audit & Inspection Planning

- Development of Audits & Inspection Plan

- Planning an Audit

- Preliminary Engagement Activities

- Planning Activities

- Audit Strategy

- Audit Plan

- Audit Program

- Changes During the Course of the Audit

- Case study #7

- Quiz #7

- The Tools Used to Classify & Report Audit & Inspection Compliance/Non-Compliance Areas

- Classifying Audit & Inspection Compliance/Non-Compliance Findings

- A critical (risk 1) observation

- A major (risk 2) observation

- A minor (risk 3) observation

- Determining the Overall Compliance Rating

- Compliant Rating

- Non-compliant Rating

- Elements of Writing a Non-compliance

- Where to Start

- What to Include in a Non-compliance Statement

- Tips

- Case study #8

- Quiz #8

- Effective Member of an Audit Team & Effective Audit and Inspection

- Functions of Effective Member of an Audit Team

- Overview

- Guidance

- Responsibilities of Team Members

- During the engagement

- At the reporting stage

- Conducting Effective Audits & Inspections

- How to Conduct a Proper HSSE Audit & Inspection

- Step 1: Prepare for the audit/inspection

- Step 2: Initial research and fact-finding

- Step 3: Review the findings of the HSSE audit/inspection

- Step 4: Make recommendations based on the data obtained

- Step 5: Implement corrective actions

- Step 6: Publish the results of the HSSE audit/inspection

- The Bottom Line

- Case study #9

- Quiz #9

- Obtaining Audit Evidence Against the Audit Criteria, Document Review & Interview Technique

- Evidence-Based Approach

- Three-Step Approach to Evidence-Based Auditing

- Step 1: Focus on Relevance

- Step 2: Focus on Sufficiency

- Step 3: Focus on Verifiable Findings

- Reviewing of Procedures & Identifying the Documents/Records Pertaining to the Same

- Conducting a Document Review

- Documentation

- Scope

- Performance

- Results

- Effective Interviewing & Reviewing Techniques
- Interviewing Techniques
- Iron out logistics
- Define the desired outcome
- Organize your thoughts
- Opening the Discussion
- Conducting the Interview
- Closing the Interview
- Documenting Interview Results
- Case study #10
- Quiz #10
- Audit Report
- Recording, Analyzing & Assessing Audit Findings
- Develop & Present an HSSE Audit & Inspection Report
- Making the Report
- The Emergency Report
- The Routine Report
- Inspection Record Form
- Checklist Questions for Lockout Policy Using Keys
- Worksite Analysis
- Internal Audit checklist for ISO 9001-2015
- Case study #11
- Quiz #11