

## Course Schedule

Day 1	
Time	Sessions
0830~	Registration
	Welcome Note & Course Introduction
	Course Aim & Objectives and structure
	<b>KNOWLEDGE SESSIONS</b>
	Term & definitions as per ISO19011
	Types of Audits (1'st Party, 2'nd Party and 3'rd Party Audits)
	Auditing Process ( Input, Process and Output)
	Objectives, Scope and Criteria for (1'st Party, 2'nd Party and 3'rd Party Audits)
	Auditing Resources
	Roles & Responsibilities & Confidentiality of auditing resources
	Audit Methods (1'st Party, 2'nd Party and 3'rd Party Audits)
	Stage-1 Audit
	Stage-2 Audit
	Audit Plan Requirements
	<b>Work Documents for Auditing</b>
	Opening Meeting
	Collecting and verifying Audit Evidences
1815	Closure for day-1

Day 2	
Time	Sessions
0830	Overview of Day-1
	<b>KNOWLEDGE SESSIONS</b>
	Effective communication during the audit
	Audit Findings
	Audit Meetings
	Closing meeting
	Audit Reports
	Audit Follow-up
	Benefits of OH&S
	Terms & Definitions as per ISO45001 2018
	P-D-C-A
	ISO45001 2018, structure of clauses
	Role of the Auditors
	Documented Information ( To be maintained and to be retained)
	<b>SKILLS SESSIONS</b>
	Initiating the OH&S Audit
	Document Review
Audit Plan	
1815~1830	Review of Specimen Exam Paper Section-1; Closure for day-1

<b>Day 3</b>	
<b>Time</b>	<b>Sessions</b>
0830	Overview of Day-2
	<b>SKILLS SESSIONS</b>
	Work documents, checklist, Sampling
	Opening Meeting
	Plant Tour
	Auditing Top Management
	Auditing Context; Auditing Risk & Opportunities; Auditing 'Objectives, Competence and Awareness'; Auditing 'Operation and performance evaluation'; Auditing 'Improvement'....
1815~1830	Review of Specimen Exam Paper Section 2
	Closure of Day-3

<b>Day 4</b>	
<b>Time</b>	<b>Sessions</b>
0830	Overview of Day- 3
	<b>SKILLS SESSIONS</b>
	Auditing Context; Auditing Risk & Opportunities; Auditing 'Objectives, Competence and Awareness'; Auditing 'Operation and performance evaluation'; Auditing 'Improvement'....
	Lunch
1815~1830	Identifying Nonconformities
	Review of Specimen Exam Paper Section-3
	Closure of Day-4

<b>Day 5</b>	
<b>Time</b>	<b>Sessions</b>
0830	Overview of Day-4
	Conducting Closing meeting
	Preparing Audit report
	Audit Follow-Up
	Review of Specimen Exam Paper Section-4
	Introduction/readiness to the exam
	Open Session
	Examination
	Course Closure and feedback
1815	