

UPCOMING WORKSHOP
3 SDU POINTS

WORKSHOP ON INTRODUCTION TO AUDITING OHS MANAGEMENT SYSTEM

Why should you attend?

By 1 October 2018, all Ministry of Manpower Approved Workplace Safety & Health Auditing Organisations (MOM-WSHAO) service providers are required to be an accredited Singapore Accreditation Council Approved Auditing Organisation (SAC-AO) under the SAC CT-17 criteria.

One of the new requirements for Lead Auditors under the SAC-AO scheme is the successful completion of a recognised "OHSMS Lead Assessor Course".

This workshop aims to provide a general understanding of auditing OHS Management Systems, giving participants an overview of the skills and techniques required to prepare, conduct and report occupational health and safety audits in accordance with ISO 19011:2011 Guidelines for Auditing Management Systems in preparation for Lead Auditor Course / Lead Assessor Course. In addition, the workshop will provide an overview of the transition of MOM-WSHAO to SAC-AO scheme.

Participants will also learn the auditing requirements of OHSAS 18001, as well as how to best apply and integrate each of the standards for the benefit of an organisation.

We will focus on the basic principles and procedures of auditing, the importance of planning, the roles and responsibilities of an auditor, how to gather effective audit evidence and report on the audit findings, and the required follow up activities as an auditor.

Target Participants:

- Supervisors, Managers or Professionals seeking to understand an Occupational Health and Safety Management System audit process
- Individuals responsible for maintaining conformance with OHSMS requirements

Learning Objectives:

- Understand the operations of an Occupational Health and Safety Management System (OHSMS) based on OHSAS 18001
- Understand an auditor's role to plan, lead and follow-up on a management system audit in accordance with ISO 19011

Educational Approach:

- This workshop is based on both theory and best practices used in OHSMS audits
- Lecture sessions are illustrated with examples based on case studies

Prerequisites:

- A basic understanding of OHSAS 18001.

Workshop Dates	:	(Tuesdays 7pm to 10pm) 27 Feb or 13 Mar or 27 Mar or 10 Apr 2018 (Saturdays 9am to 12pm) 10 Mar or 24 Mar or 7 Apr or 21 Apr 2018
Workshop Duration	:	3 hours (3 SDU Points)
Workshop Fee	:	S\$ 65 per pax (incl. GST)
Workshop Venue	:	18 Boon Lay Way, #01-128, 18@Tradehub21, Singapore 609966



CONCORD ASSOCIATES PTE LTD

Management Consultants for Occupational Safety & Health (Since 1982)

Workshop on Introduction to Auditing OHS Management System

(3-hours Course)

Course Fee: \$65/pax (incl. of GST)

Company Name (to be billed): _____
 Company Address: _____
 _____ S(_____)

 Contact Person: _____
 Contact Number: (O) _____ (HP) _____ (F) _____

Course Venue: 18 Boon Lay Way, #01-128, 18@Tradehub 21, S(609966)
 Preferred Course Date: _____
 Nature of Industry: _____
 Email Address: _____

S/N	FULL NAME in BLOCK LETTERS (As in NRIC / PASSPORT)	GENDER (M/F)	NRIC NUMBER (For Singaporeans or PR's only)	FIN NUMBER (For Foreigners only)	DATE OF BIRTH (DD/MM/YY)	NATIONALITY	DESIGNATION	
1	_____							/
2	_____							
3	_____							
4	_____							
5	_____							

PAYMENT MODE: CASH CHEQUE No: _____ Cheque Name: _____ Amount: S\$ _____

All cheque payments should be crossed and made payable to 'CONCORD ASSOCIATES PTE LTD'.
 Please write the Company's Name, Course Title/Date & Applicants' Name(s) behind the cheque.

DECLARATION:

*I/We hereby confirm that all information given in this application is accurate.

CANCELLATION & WITHDRAWAL:

NO Withdrawal/Postponement/Cancellation/Refund will be given once the above applicant(s) is/are registered for this course.

DISCLAIMER:

Concord Associates Pte Ltd reserves the right to cancel/postpone this course at short notice & at its absolute discretion without assigning any reason for such cancellation/postponements.

Concord Associates Pte Ltd reserves the right to discard all certificate(s)/ID card(s) that has/have not been collected for more than 3 months from the commencement date.

FOR OFFICIAL USE ONLY:

Received Via: Email / Fax / Walk-in

Processing Officer: _____

Processing Date: _____

FOR OFFICIAL USE ONLY:

Official Invoice No: _____

Total Course Fee: S\$ _____

NAME / SIGNATURE / DATE / COMPANY STAMP (for company application only)

For interested participants, kindly fill in the above information and email the completed registration form to us: training@concordassociates.com.sg

Kindly allow 2 business days to process the registration.