



asc
training and
development

Internal Auditing

Duration

1 Day

Format

Face to Face/LVC

Description

For Internal Audit Teams and Level Three HSRs

This course is designed for internal auditors and elected Health and Safety Representative (HSRs) in their third year of election.

It aims to equip attendees with the skills to confidently and accurately participate in an internal audit and in the establishment and management of their company's internal audit program.

It consists of a one day workshop or two half days if conducted in a company's workplace.

The course has 5 key learning objectives.

- A: Participate in, and contribute to, the development of an internal audit program
- B: Participate in, and contribute to, planning an internal audit
 - Develop Audit Questions
- C: Participate in an internal audit:-
 - Planning and scheduling
 - Opening and closing meeting
 - Gathering verifiable evidence
 - Interviewing workers and managers
- D: Developing the audit report
 - Non Conformances
- E: Corrective and/or Annual Action Plans
 - Monitoring progress of actions against non-conformances

Career Outcomes

This course will allow participants to be part of an internal audit team to conduct management system audits. With experience, participants can be audit team leaders.

Participating in internal audits could assist in gaining accreditation with Exemplar Global.

Format

Each training session date (Face to Face or LVC) is scheduled approximately 4-5 weeks apart

For each LVC, 2 x 90 minute sessions plus 1 x 60 minute session held on each training date scheduled

Face to Face session times will be advised on booking

Investment

\$396 (Inc. GST)

Inclusions:

- comprehensive course learning materials

Training Venue

ASC Training & Development
Harmer House
Level 2, 5 Leigh Street
ADELAIDE SA 5000

(or onsite at your workplace for a group)

For more information, contact:

(08) 8410 2627

www.asctraining.com.au