

**CQI-IRCA CERTIFIED**  
**PR356: OHSMS ISO 45001:2018 AUDITOR CONVERSION**  
**TRAINING COURSE (COURSE ID: 1926)**

*Bureau Veritas*

**COURSE TIMETABLE**  
**DAY ONE**

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
1.	Registration & Submission of Pre Course Assignments & Test	08:45	09:00
2.	Course Overview	09:00	09:30
3.	Exercise 1-Introduction to Audit	09:30	10:30
4.	Coffee break	10:30	10:45
5.	Feedback on Pre course assignment & Test / Pre quiz	10:45	11:45
6.	Exercise 2-Auditing Terminology, Including feedback	11:45	12:30
7.	Workshop 1-Auditing “ PLAN”- Clauses Context and Planning	12:30	13:00
8.	Lunch	13:00	13:45
9.	Workshop 1-Auditing “PLAN” –Clauses ‘Context and Planning (Contd/-)	13:45	14:30
10.	Discussion and feedback-Workshop 1	14:30	15:00
11.	Workshop 2-Auditing “DO” –Clauses Support and Operation	15:00	15:45
12.	Coffee break	15:45	16:00
13.	Workshop 2-Auditing “DO” –Clauses Support and Operation	16:00	16:45
14.	Discussion and feedback-Workshop 2	16:45	17:15
15.	Workshop 3- Auditing “ CHECK & ACT” –Clauses Performance evaluation & Improvement	17:15	18:00
16.	Summary of day 1, allocation of homework and close of the day	18:00	18:30

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**DAY TWO**

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
17.	Recap of day 1 and discussions on homework	09:00	09:30
18.	Discussions and feedback on Workshop 3	09:30	10:00
19.	Workshop 4-Conducting Stage 1 Audit	10:00	10:30
20.	Coffee break	10:30	10:45
21.	Workshop 4-Conducting Stage 1 Audit	10:45	11:45
22.	Feedback on Workshop 4 Stage 1 Audit Results	11:45	12.15
23.	Workshop 5-Planning for Stage 2 audit	12:15	12:45
24.	Feedback on Workshop 5-Stage 2 audit Plan	12:45	13.00
25.	Lunch Break	13:00	13:45
26.	Workshop 6.Identification & reporting of non-conformities	13:45	14:45
27.	Feedback on Workshop 6-Reporting non-conformities	14:45	15:30
28.	Coffee break	15:30	15:45
29.	Exercise 3-Review of Corrective Actions including feedback	15:45	16:15
30.	Workshop 7.Audit Plan Matrix	16:15	17:00
31.	Feedback on Workshop 7-Audit plan Matrix	17:00	17:30
32.	Workshop 8-Developing a 'Checklist' for a process audit	17:30	18:00
33.	Summary of day 2, issue of specimen paper, allocation of homework (including section 1 of specimen paper) and close of the day	18:00	18:30

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**Day Three**

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
34.	Recap of day 2, including Homework, Specimen paper section 1 and feedback	09:00	09:30
35.	Workshop 9-Conducting Opening Meeting	09:30	10:00
36.	Workshop 10-Part 1- Preparation for auditing Top Management	10:00	10:15
37.	Coffee break	10:15	10:30
38.	Workshop 10- Part 2- Auditing Top Management (Role Play)	10:30	11:30
39.	Feedback on Workshop 10	11:30	12:00
40.	Workshop 11-Auditing an operational site	12:00	12:45
41.	Discussions on specimen paper sections 2 & 3	12:45	13:15
42.	Lunch	13:15	13:45
43.	Workshop 12-Part 2 Perform Stage 2 process Audits <i>(Role play – Interviews)</i>	13:45	15:15
44.	Feedback on Workshop 12 – Role Play Interviews	15:15	15:30
45.	Tea/Coffee break	15:30	15:45
46.	Workshop 13-Conduct Closing Meeting - Role play	15:45	16:15
47.	Feedback on Workshop 13-Closing Meeting Role Play	16:15	16:30
48.	Examination	16:30	18:10*
49.	End of course	18:10	18:30

**\* Note: Where delegates take the examination in a language other than their first language these timings are 30 minutes later.**