

OHSAS 18001



Steps of an OHSAS 18001:2007 Internal Audit

Audit of the Eco Toy Company





Contents

- n Review Internal Audit Procedure – 18QP-455
- n Review Basic Steps for an Audit
- n Schedule Audit
- n Plan Audit
- n Opening Meeting
- n Audit Areas
 - Prepare the checklists
 - Write up nonconformances
- n Final Report
- n Closing Meeting
- n Audit File
- n Questions
- n Review Nonconformances



Basic Steps for an Audit

- n Scheduling the internal audit
- n Planning the audit
- n Opening meeting
- n Audit the areas
- n Auditors document findings
- n Final audit report
- n Closing meeting
- n Creating the internal audit file



Prepare the Checklists:

4.2 OH&S Policy

- n Read the procedure for the OH&S Policy in the Eco Toy Co Manual, section OHS-4.2
- n Review the checklist for 4.2 in the student manual
- n Write any additional question on the checklist that you would like to ask to verify that E.T.C. is following their procedure.



Example Audit Report – page 2

Internal Audit report -		Page 2		
<p>Summary: <i>The 1st internal audit at Eco Toy Company indicates that the OH&S system is well on the way of being followed. Some exceptions are noted on the (5) nonconformance reports.</i></p>				
<p>Assessment of system's ability to meet environmental objectives and extent of compliance: <i>With consideration given to the fact that the OH&S is in the early stages of operation, it is being well followed with some exceptions as noted on the nonconformance reports.</i></p>				
<p>Person responsible to issue CA's: <i>R. Richards, Lead auditor</i></p>				
Signature of Lead Auditor: <i>RRR</i>			Date: <i>June 15, 2010</i>	
Final Report Distributed to: <i>Closing Meeting Attendees</i>				
Audit Number: 1 of June 15, 2010				
Corrective Action Table				
--	Area	Description of Issue	CA#	CA verified as effective
1	Top management	Communication of OH&S policy	005	
2	OHS representative	Follow up on initial OH&S review – office workplace	010	
3	Human resources	Documentation of employee orientation training	015	
4	Machining, Dept 1	Accuracy of date of spill date on incident report	020	
5	Management	Review of OH&S policy	025	