

OHSAS 18001



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Guide to Internal Auditing

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A Guide to Internal Auditing

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Why Audit?

The Internal Audit process is one of the most important Requirements in in many international standards .

Standards require that audit procedures be established, implemented, and maintained.

- ISO 9001, Par. 8.2.2
- ISO 14001, Par. 4.5.5
- OHSAS 18001, Par 4.5.5
- Etc.

Failure to perform Internal Audits becomes a significant
“Road-Block to Registration”.



Performing an Internal Audit

»Overview

Internal Auditor training covers:

- The purpose and scope for auditing the OH&S system to the OHSAS Standard
- The requirements for planning and scheduling internal audits
- The practices followed during the internal audit
 - including opening and closing meetings
- How to develop check lists and questions for the various audits
- How to interview and what to look for when asking questions
- Reporting on the internal audit and follow-up activities.

Performing an Internal Audit

» **Techniques** (Cont'd)



What sort of questions are asked?

There are two types of audit questioning:

- 1. System audits** where the auditor confirms that the procedures and instructions are understood and implemented.
- 2. Process audits** where the auditor follows processes from the beginning to the end to confirm all requirements and records are in place.