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OHSAS 18 001 internal audit

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Annexes

Goal of the module: To perform an internal audit according to ISO 19 011 so as to be able to:

- improve the capacity to satisfy stakeholders
- verify the conformity to practices and effectiveness of the processes
- determine the effectiveness of the OHSAS 18 001 occupational health and safety management system

1 Scope

The word audit comes from Latin "audire" = to listen.

Audit: *systematic and independent survey to determine whether activities and results comply with pre-established measures and are able to achieve the objectives*

Audits are mostly internal or external.

The internal audits, called also first party audits, are a requirement of the OHSAS 18 001 standard (cf. sub-clause 4.5.4).

The external, customer (or supplier) and certification audits, called also of second and third parties, are not within the scope of this module.

The internal audit is the most widespread tool to check and evaluate the effectiveness of a occupational health and safety management system (OHSMS). Its purpose is in no case to find the weak points in personnel. It has entered a company daily life as an inherent part of the occupational health and safety management system.

It's only through other people's eyes that one can really see one's weakness. Chinese proverb

An internal audit is of (cf. figure 1-1):

- the occupational health and safety management system
- a process
- a product (service, project)

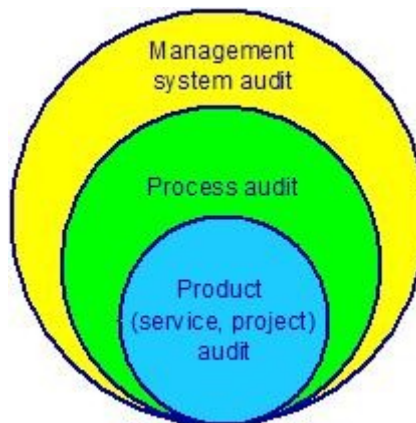


Figure 1-1. Internal audit types

Process: *activities which transform inputs into outputs*

The internal audit results are part of the inputs of the management review and allow the identification of fields in which to improve the occupational health and safety management system (OHSMS) as

No system is perfect

As shown in figure 1-2, for the audit process, top management (via the management review) is considered as a customer with needs and expectations, which are themselves related to

the processes and various requirements. At the same time top management is often the audit client.

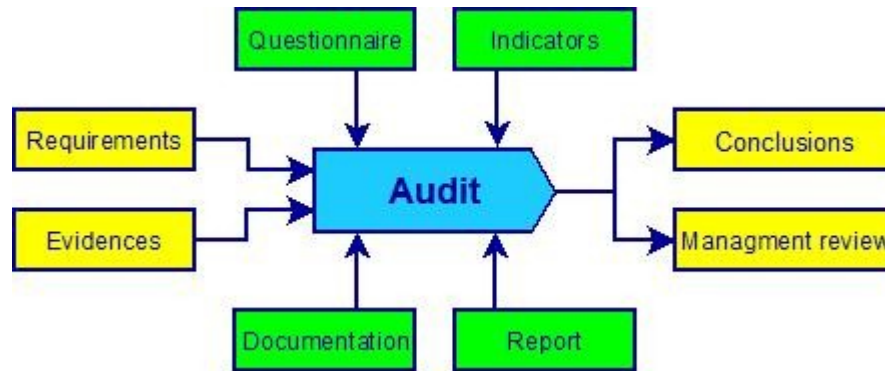


Figure 1-2. Audit process

2 Normative references

The advices given by the ISO 19 011 standard can be summarized in the following fields:

- audit principles - clause 4
- audit programme - clause 5
- audit performance - clause 6
- auditor competences - clause 7

A good knowledge of the OHSAS 18 001 standard is required to understand and follow this module.

This module is based on the following generic and international standards:

- ISO 19 011 (2002): Guidelines for quality and/or environmental management systems auditing
- OHSAS 18 001 (2007): Occupational health and safety management systems. Requirements
- ISO 9001 (2008): Quality management systems. Requirements

All these standards and many others can be ordered on the [ISO](#) web site, ISO store services.

3 Definitions

The beginning of wisdom is calling things by their right names. Confucius

Some terms and definitions currently used in this module:

Acceptable risk: *risk reduced to a tolerable level*

Accident: *undesired event causing death or damages on health and the environment*

Audit criteria: *everything against which audit evidence is compared*

Audit findings: *every deviation from audit criteria*

Auditee: *everyone who is audited*

Auditor: *everyone who is trained to carry out audits*

Competence: *personal skills, knowledge and experiences*

Corrective action: *action to eliminate the causes of nonconformity or any other undesirable event and to prevent recurrence*

Customer: *anyone who receives a product*