



Accredited Lead OHS Auditor Course

Four Day Training Course

Commonly Asked Questions

Q: What is the relationship with Quality Society of Australasia (QSA) and RABQSA International?

A: RABQSA was formed when the *Registrar Accreditation Board of North America* merged with the *Quality Society of Australasia* to form an internationally recognised body on 1 January 2005.

Q: What is the relationship with IRCA and RABQSA International?

A: RABQSA International has a bilateral agreement with IRCA which is their RABQSA International's European equivalent.

Q: How does the RABQSA International accreditation interact with JASANZ?

A: JASANZ certify certification bodies. RABQSA International certify individual auditors. JASANZ expects auditors to have fulfilled the RABQSA International training requirements. Minerva's course is accepted by JASANZ.

Q: When I complete the course, what Certificate will I receive?

A: On successful completion of the course, you will receive Minerva certification in:
RABQSA - OH – Occupational Health and Safety Management System Auditing
RABQSA - TL – Leading Audit Teams/Lead Auditor
RABQSA - AU – Auditing Management Systems

Q: What level of RABQSA International certification will I be eligible for?

A: The Minerva Certificate will make you immediately eligible for RABQSA International Provisional OHS Auditor Certification.

Q: How can I upgrade my level of RABQSA International Certification?

A: Certification can be upgraded in 2 ways:
Option 1: submit audit logs to RABQSA International showing 4 OHS audits (20 days minimum).
Option 2: have an RABQSA International Skills Examiner come and assess you (Option 2 will cost more than Option 1).

Q: What level of certification will I need to be able to complete AS/NZS 4801 Certification Audits?

A: You will need OHS Auditor Level or above to complete AS/NZS 4801 Certification Audits.

Q: How long does my certification last?

A: Your certification will last for 3 years; however, you need to pay an annual fee to RABQSA International.

Q: Is SAFETYMAP instruction included in this course?

A: In accordance with RABQSA International's competency requirement, the predominant standards covered during the course are AS/NZS 4801 OHS Management Systems and AS/NZS ISO 19011 Audit Process Standard. During the course, we also cover the Safety Map Audit tool and the Safety MAP Audit Standards. We note similarities between AS/NZS 4801 OHS Management Systems and the Safety MAP Audit Tool. The requirements of the Safety MAP Audit standards are imbedded in the Minerva Audit Standard that is used during the course.

Q: What days are we provided with homework for completion?

A: Homework is given out on Day 1 of the course and is to be completed and handed back to the trainer on Day 4 of the course.



Accredited Lead OHS Auditor Course

Four Day Training Course

Commonly Asked Questions

Q: What are the benefits of anyone completing this course for their employer?

A: The benefits are:

- It is an Accredited Course, delivered by a WorkCover NSW Accredited Trainer.
- The course involves Activity Based training and leads to internationally recognised certification.
- The Minerva Accredited Lead OHS Auditor Course will provide participants with the knowledge and skills to prepare, undertake and report on an OHS management system audit. Participants learn to collect objective evidence and evaluate an organisation's OHS management system against defined audit criterion.
- Minerva's courses are renowned for utilizing activity-based learning principles with participants active throughout the four days conducting hazard identification activities, role-plays, case studies, etc. The cornerstone of the course is a training audit so the participants learn by doing the auditing task, best preparing them to conduct real OHS audits for your organisation.
- Minerva is accredited by RABQSA International to deliver, assess and certify against the following competency elements:
 - RABQSA – AU
 - RABQSA – OH
 - RABQSA – TL

Upon successful completion of the course, participants will have demonstrated competency to:

1. Apply the principles, procedures and techniques of auditing.
2. Relate the auditee management system to the audit criteria.
3. Conduct an effective audit in the context of the auditee's organisational situation.
4. Apply the regulations and other considerations that are relevant to the audit management system and the conduct of the audit.
5. Practice personal attributes necessary for the effective and efficient conduct of a management system audit.
6. Apply OHS laws and principles, codes of practice and standards.
7. Identify OHS hazards that are reasonably expected to occur for that business type or industry.
8. Assess the risk of identified hazards in the context of the organisation's OHS management system.
9. Assess the effectiveness of methodologies to control OHS hazards.
10. Assess the roles and responsibilities within the context of the organisational environment.
11. Determine the adequacy and effectiveness of an OHS management system.
12. Establish, plan and task the activities of an audit team.
13. Communicate effectively with the auditee and audit client.
14. Organise and direct audit team members.
15. Prevent and resolve conflict with the auditee and/or within the audit team.
16. Prepare and complete the audit report.

Q: What is the cost for a Recognised Prior Learning (RPL) Assessment?

A: The Assessment to seek Recognised Prior Learning is \$450.00 plus GST.



Accredited Lead OHS Auditor Course

Four Day Training Course

Commonly Asked Questions

Q: What information do I need to submit to enable assessment for Recognised Prior Learning (RPL)

A: Minerva accepts the properly completed assessment records (outcomes) of other Accredited Training Providers as evidence of competence for RPL. Participants seeking RPL need to submit a full resume of qualifications with supporting copies of Certificates for an assessment to take place.

Q: What is the benefit of me obtaining Recognised Prior Learning (RPL)?

A: Dependent upon the quantity and type of information provided for assessment, you could be eligible for a reduction in course days, i.e. you may qualify to attend Days 3 and 4 only or to attend a one day refresher course.