



**Minerva's**  
**RABQSA Accredited**  
**Lead OHS Auditor Course Training**  
**Sample Course Outline ©**



<b>Day 1</b>	<b>Activities</b>	<b>Assessments</b>	<b>Timing</b>
Session 1 0900-1030	Distribution of course materials; overview of course; and RABQSA International competencies, auditors' code of conduct and auditors registration.		90 minutes
Session 2 1030-1130	Introduction of course participants	<u>Assessment 1</u> – Course Introductions	60 minutes
Session 3 1130-1230	Review of the Minerva OHS Management System Auditing Standards (includes AS/NZS ISO 19011:2003)		60 minutes
1230-1300	<u>Luncheon</u>		30 minutes
Session 4 1300-1400	Working in teams and work instructions	<u>Assessment 2</u> - Business Team Game	60 minutes
Session 5 1400-1630	Review of the Minerva OHS Management System Auditing Standards (includes Safety is Caring hazard identification exercise)	<u>Assessment 3</u> – List the hazards	150 minutes
Session 6 1630-1700	Handout and explanation of course assignments	<u>Assessment 4</u> - Esso Longford Study <u>Assessment 5</u> – Hazards and Risks and Controls	30 minutes plus 180 minutes homework
<b>Day 2</b>	<b>Activities</b>	<b>Assessments</b>	<b>Timing</b>
Session 7 0900-1030	Day 2 welcome and review of the Minerva OHS Management System Auditing Standards		90 minutes
Session 8 1030-1230	OHS legislative structure – Act, regulations, codes, standards and guidance materials	<u>Assessment 7</u> – Industry Knowledge	120 minutes
1230-1300	<u>Luncheon</u>		30 minutes
Session 9 1300-1500	Auditor attributes and Code of Conduct - Video – “Getting it right”	<u>Assessment 6</u> - Safety and Security	90 minutes
Session 10 1500-1700	AS/NZS 4801, developing audit tools and determining ratings	<u>Assessment 8</u> - AS/NZS 4801	120 minutes

**Site Address:**  
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**Contact Minerva for all your  
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<b>Day 3</b>	<b>Activities</b>	<b>Assessments</b>	<b>Timing</b>
Session 11 0900-1030	Preliminary preparation for OHSMS Audit – Establishing audit teams and team leaders, client contact, etc.	<u>Assessment 9</u> – AS/NZS 4801 audit	90 minutes
Session 12 1030-1230	Pre-audit meeting, contractor induction, documentation review and opening meeting at client premises	<u>Assessment 9</u> – AS/NZS 4801 audit	120 minutes
Session 13 1230-1300	Site workplace observations	<u>Assessment 9</u> – AS/NZS 4801 audit	30 minutes
1300-1330	<u>Luncheon</u>		30 minutes
Session 14 1330-1530	Continued documentation review, writing observation reports and summary findings	<u>Assessment 9</u> – AS/NZS 4801 audit	120 minutes
Session 15 1530-1700	Auditor judgement of criteria ratings	<u>Assessment 9</u> – AS/NZS 4801 audit	90 minutes
<b>Day 4</b>	<b>Activities</b>	<b>Assessments</b>	<b>Timing</b>
Session 16 0830-1030	Finalise auditor criteria ratings and preparation of OHSMS audit report	<u>Assessment 9</u> – AS/NZS 4801 audit	120 minutes
Session 17 1030-1230	Closing meeting at client premises and finalising the audit report	<u>Assessment 9</u> – AS/NZS 4801 audit	120 minutes
1230-1300	<u>Luncheon</u>		30 minutes
Session 18 1300-1430	Preparing the audit file for submission, audit debrief, course review and evaluation	<u>Assessment 9</u> – AS/NZS 4801 audit	90 minutes
Session 19 1430-1630	End of course written assessment including “Auditor Findings”	<u>Assessment 10</u> – Course examination	120 minutes

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