



**OHSAS 18001: 2007  
Lead Auditor Workshop (RAB / QSA)  
(5 Days)**

**Course Outline:**

This five day course is designed to teach participants effective ways of auditing and developing management systems. OHSAS auditors will learn new techniques and guidelines specific to auditing for conformance. Our experienced instructors will lead participants through the entire audit process, from management to reporting. Communication and interpersonal skills are emphasized and integrated into the course.

**Topics Covered Include:**

- A brief overview of the structure and the key requirements of OHSAS 18001: 2007
- Definitions, concepts and guidelines of OHSAS
- Recognize the risk assessment principles and approach
- Plan and manage an audit program
- Understand auditor responsibilities
- Understand OHS legislation
- The Audit Process: Initiating the audit; preparing the audit; conducting the audit; audit reporting; follow-up activities.

**Pre-requisite:** Course participants should have a good working knowledge OHSAS 18001: 2007.

**Course Particulars:**

**Location:** 16 Forest Road, Suite 301

**Time:** 9:00 am to 5:00 pm

**Fee:** \$1,995.00 plus HST (*Meals and materials will be provided*)

**Course Cancellation Policy:**

Cancellation requests received more than 7 calendar days before the start date of the seminar will receive a full refund of the course fee minus a \$100 administration fee. Cancellation requests received within the 7 calendar days before the start date of the course will be non-refundable.

Quality Matters Inc. reserves the right to cancel any seminar; full refunds will be granted.

**Course Substitution Policy:**

Substitutions of participants will be permitted at any time prior to the start of the course. For more information or to register, contact Quality Matters Inc. at (709) 722-7860, or email us at [info@qualitymatters.net](mailto:info@qualitymatters.net) or visit our web site @ <http://www.qualitymatters.net/>.



## TRAINING COURSE REGISTRATION FORM

---

Please fax to: **Quality Matters Inc.**  
16 Forest Road, Suite 301  
St. John's, NL A1E 0A5  
Fax: 709-739-4864

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

---

**IMPORTANT NOTE:** For the Internal Auditor and Lead Auditor courses, there is a prerequisite that the registrant must have an adequate knowledge and understanding of the applicable standard or specification, gained through training and/or experience. If you are registering for any of these courses, have you met the specified prerequisite?  
Yes  No

---

**Method of Payment:**  Cheque enclosed (payable to Quality Matters Inc.)  
 Invoice me

Signature: \_\_\_\_\_

---

**How did you hear about this course?**

Brochure  Website  Email   
Referral  Other  Sales Call

Is your company registered to ISO 9001, ISO 14001 or OHSAS 18001? Yes  No

**CANCELLATION POLICY:** Cancellation requests received more than 7 calendar days before the start date of the seminar will receive a full refund of the course minus a \$100.00 administration fee. Cancellation requests received within 7 days before the start date of the course are non-refundable.

**SUBSTITUTION POLICY:** Substitutions of participants will be permitted at any time prior to the start of the course. Please ensure that any substitute participants meet the pre-requisite requirements, if any, for the course.