

Associate Degree in Occupational Health and Safety (OHS 1503) Fundamentals of Auditing

Course Description

Upon successful completion of this course, students will have an in depth overview of the principles of auditing as well as an appreciation of audit instruments. The theory and practice of performing the essential steps of a health and safety audit will also be covered.

Learning Objectives

Students who complete this course will learn:

- The history of auditing
- The main components of the ISO 19011:2018 Standard
- The needs and advantages of auditing
- How to reduce the limitations of auditing
- How to distinguish between different kinds of audits
- The seven principles of auditing
- Describe the key stages of management system audits
- The steps for evaluation of an auditor
- Why an audit should be planned
- What an audit plan is and what it entails
- What an audit program is and what it entails
- The activities required for undertaking an audit
- Different audit approaches
- Issues and advantages of using audit checklists
- How to create an audit checklist and the steps involved in conducting an audit
- How to choose an appropriate sampling method and appropriate information sources
- The function of closing meetings
- The components and structure of an audit report
- How to prepare audit findings and conclusions or an audit report

Grade Scheme: Letter Grade

Minimum Pass: 60%

Deliverables:

- Discussion Postings
- Written/Research Assignments
- Quizzes
- Final Exams

*Please note that this document is for marketing purposes and that the details of the course including grading and objectives may change or vary.

| Grade | Grade Point Average (GPA) | Percentage | Explanation |
|-------|---------------------------|------------|--------------|
| A+ | 4.3 | 90-100% | Outstanding |
| A | 4.0 | 85-89% | Excellent |
| A- | 3.7 | 80-84% | Very Good |
| B+ | 3.3 | 77-79% | Good |
| B | 3.0 | 73-76% | Good |
| B- | 2.7 | 70-72% | Good |
| C+ | 2.3 | 67-69% | Satisfactory |
| C | 2.0 | 63-66% | Satisfactory |
| C- | 1.7 | 60-62% | Satisfactory |
| F | 0.0 | 0-59% | Failure |