OHSAS 18001:2007 An Auditees Perspective

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Aims & Objectives

<u>Aim</u>

Brief - Insight into being an 'Auditee'

Objectives

History & overview

Planning for audit

Final preparation

During the audit

Egs. of systems I use



History & Overview

- Housing Dept Swindon Borough Council accredited to OHSAS 18001 since 2005.
- X2 previous allocated H & S Advisors
- SGS appointed as External Auditors
- Scope Provision of Housing Services
 - Estate & Tenancy Mgnt for GP and Sheltered
 - Neighbourhood Wardens
 - > Housing Needs (Needs, allocation, homelessness & development
 - Housing repair maintenance & construction
- SA started January 2010 (6 month gap)
- Construction added to scope of audit for 2011



Planning for audit

Failure to Prepare

- Understand the standard research OHSAS 18001
- Confirm closure of previous OFI's & N/C's with all areas
- Retain closure evidence
- Agree dates with all parties Auditors & Management/Key Staff
- Early notification is paramount
- Produce a Schedule identify issue date (See eg.)
- Hold Managers meeting to agree Who, Where, When
- Book rooms
- Plan the audit route
- Review & update all H & S documentation
- Prepare evidence examples of good practice

Final Preparation



Pre audit?

Site walk throughs, Business plan, R/A's, SSW, Service Records, Training records, Internal audit closure, Accident Stats/Analysis, Contractor management, Emergency arrangements in place, Notice boards etc.

- Car parking
- Coffees
- Lunch
- Brief areas to be audited
- PPE allocation/confirmation
- Transportation of documents Day before
- Prepare safety briefing
- Contact tel nos. & mobile nos.
- Security
- Meet & greet
- Plan daily wash ups
- Dinner





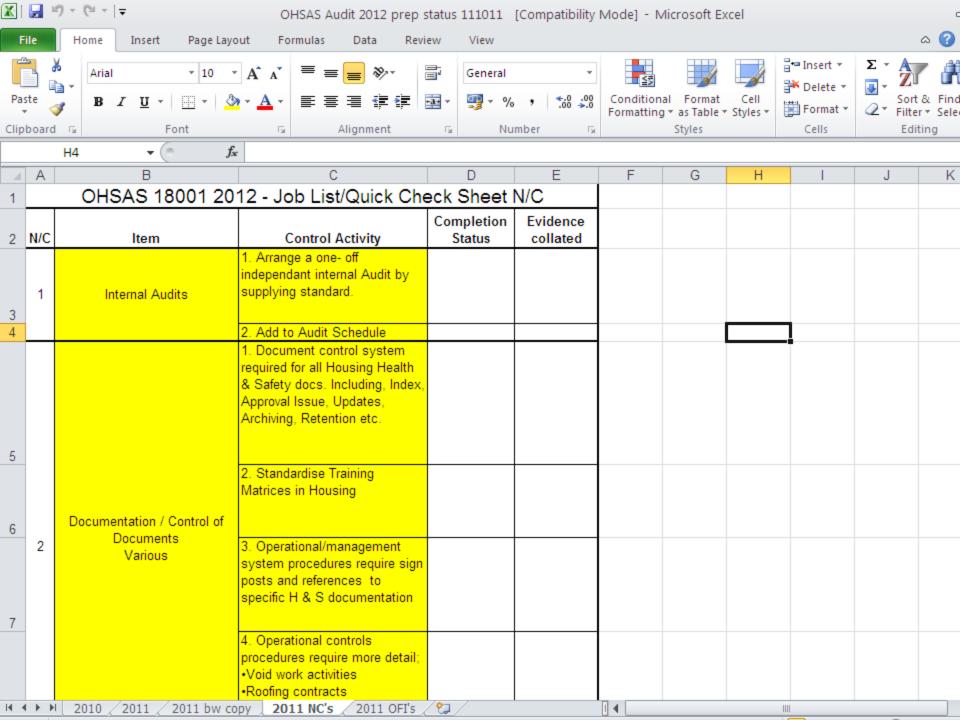


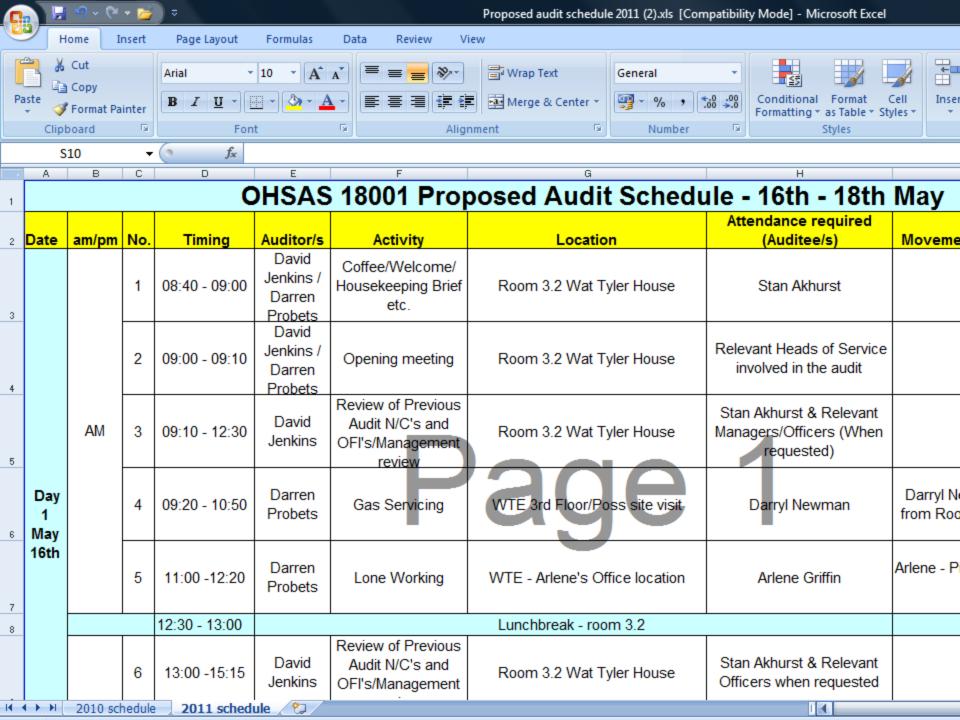


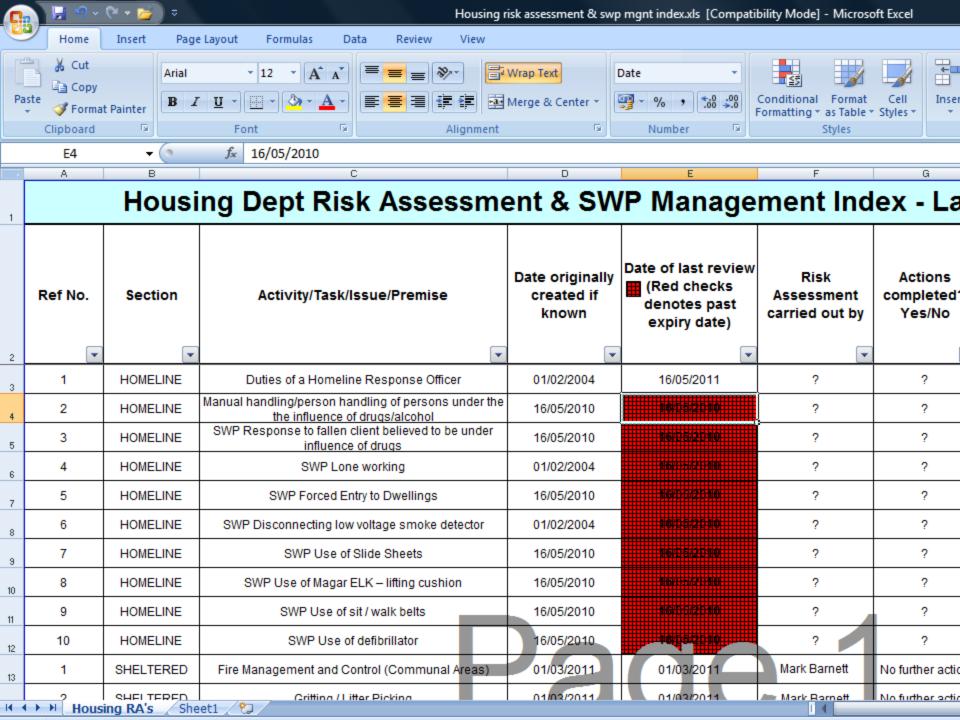
During the audit

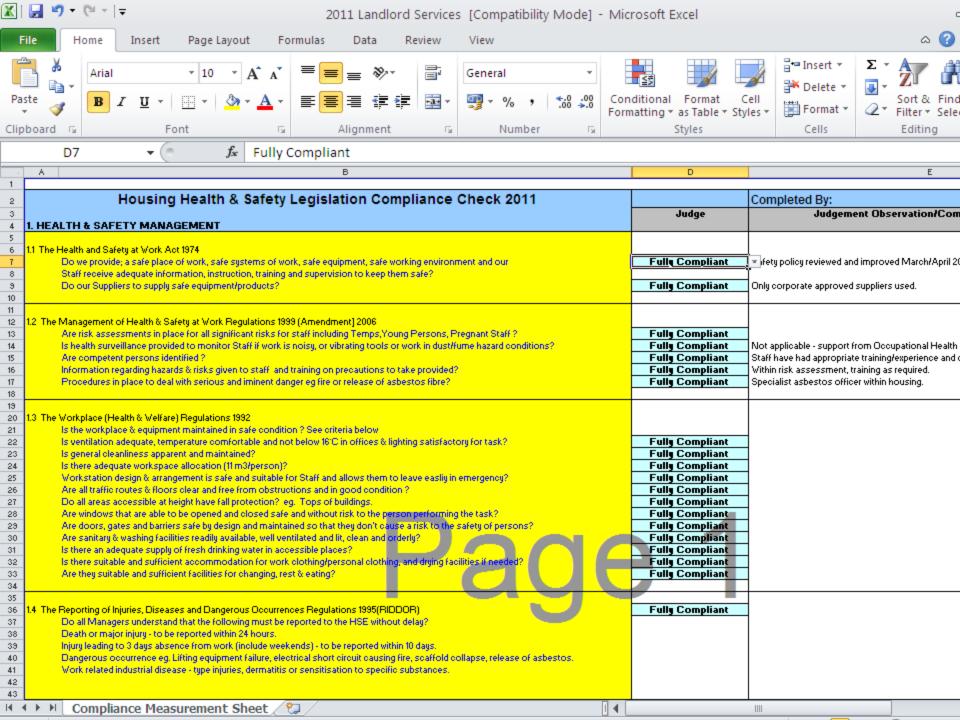
- Take notes
- Punctuality
- Have documentation ready
- Show enthusiasm
- Challenge but don't argue
- Be open & honest, remember VFM
- Dynamic risk assessments
- During lunch talk avoid audit talk
- Liaise with Mgnt to feedback N/C's for closure

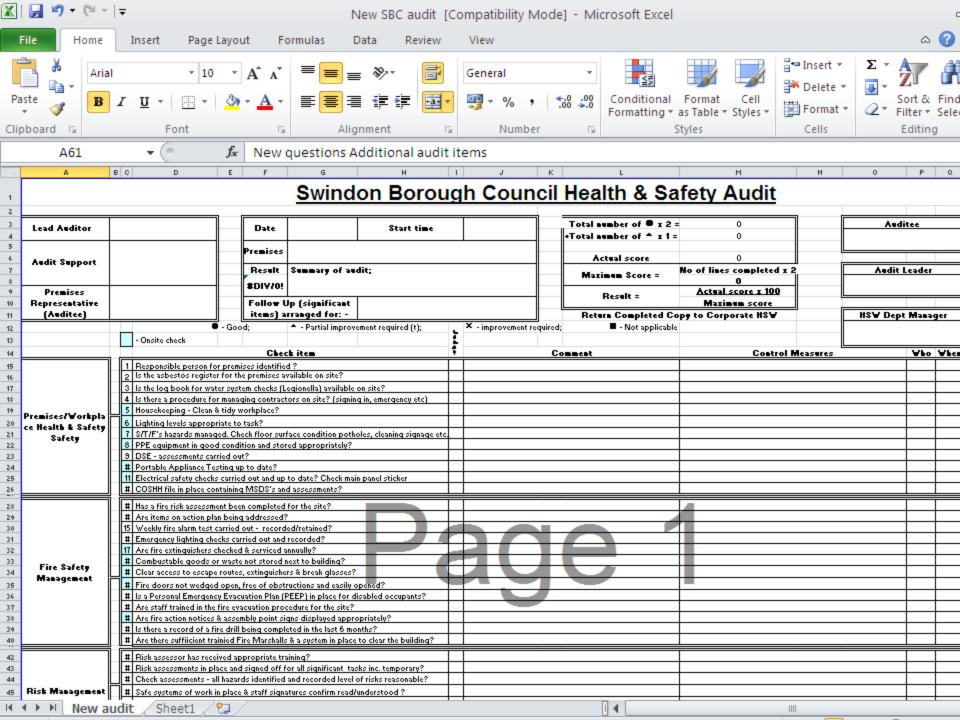
Egs. of Systems I use

















Many thanks for your attention

