

Certificate in Safety Programme Auditing

Designed For: Safety professionals and managers with responsibility for monitoring the health and safety policy and conducting internal compliance audits.

Outline: This accredited course is recognised as being the **foremost, independent, assessed audit skills training scheme**. To ensure your organisation can demonstrate the competence of its auditors they should gain the qualification of CSPA.

The course will demonstrate:

- ❖ the professional method to prepare and carry out health and safety audits of your own policy
- ❖ interview techniques
- ❖ verification and sampling methods
- ❖ how to create reports with action recommendations



Course includes Audit 123 Level 1 Workbook & Guidance Value £60.

Dates:
AU 597 29-31 Mar 2010
AU 598 18-20 May 2010
AU 599 06-08 Jul 2010
AU 600 14-16 Sep 2010
Fees: £895.00 + VAT
(includes iAS assessment fees)

Summary:
Duration: 3 days
Style: Workshop
Entry Reqmnts: No
Assessment: Yes

Dates:
AST 103 26 Mar 2010
AST 104 21 May 2010
AST 105 09 Jul 2010
AST 106 17 Sep 2010
Fees: £320.00 + VAT

Summary:
Duration: 1 day
Style: Workshop
Entry Reqmnts: No
Assessment: No

Independent Health and Safety Auditing Service

- ❖ **Is your workplace safe?**
- ❖ **Are your health and safety work practices current and appropriate?**
- ❖ **Do your staff comply with current procedures and work practices?**

If your answer to any of these questions is "I don't know!" then consider an audit as the next step.

ACT have a team of internationally experienced auditors versed in many different auditing systems; whilst ACT will utilise Audit 123, the audit may be expanded or modified to include other specific requirements that your organisation may have.

Fees: £775.00/day + expenses + VAT
(Typical fees depending on location / size of organisation)

The Health and Safety Audit:

- ❖ identifies any weakness in health & safety policy and its application
- ❖ assesses effectiveness of management & staff actions to control risks
- ❖ measures strengths & weaknesses of performance
- ❖ recommends action to maintain / improve performance
- ❖ establishes an action plan
- ❖ recognises your achievements
- ❖ provides opportunity for health and safety awards



Auditing Awards Scheme



Auditing should be about improvement. The best way to inform employees, customers etc. is through an award linked to improvement. The International Accreditation Society (iAS) will accept applications from audits carried out using Audit 123 for consideration in their three level Award Scheme.

In Summary

ACT offers a selection of audit related options from a generic auditing system to software training:

Third Party Auditing - Independent Service:

- ❖ external examination of your organisation's health and safety compliance - are you legal?

Competency Training:

- ❖ Certificate in Safety Programme Auditing course offers accredited generic auditing skills independent of auditing system.
- ❖ Audit 123 System Skills Training optimises practical use and skills with the paper 'field documents'.

Audit 123 - a three level auditing system:

- ❖ conforms to HSG65, considering organisations in three levels (operational, tactical and strategic).
- ❖ motivational positive scoring method rather than simple yes / no answers.
- ❖ ready to use checklists which can be further tailored if required.
- ❖ output includes prioritised action plans.
- ❖ available as compatible paper 'field documents' and windows based software.

Audit 123: an integrated paper and software system



ACT offers two audit tools, with one consistent methodology and three ways of using them:

- ❖ **1. Paper 'Field Documents'** in the form of Workbooks supported by Auditor's Guidance, are an audit tool in their own right, offering compliance monitoring at an affordable price, ideal for many small to medium-sized organisations.
- ❖ **2. Compliance Manager - Auditor (featuring Audit 123) software** provides high quality efficient data handling, retrieval and analysis, suitable for small and large companies, user friendly, computer based software.
- ❖ The **paper and software tools**, provide a powerful compatible analysis reporting system. The paper 'field documents' are particularly useful for information gathering in the field, where the use of a computer may not be appropriate.

Customers include: Local authorities, NHS Trusts, Paper Manufacturers, Police Authorities, Power Generators.



Paper 'Field Documents'

- ❖ Assists organisations to meet **HSG65** requirements.
- ❖ **3 Levels:** enables organisation examination from a **strategic (Level 3)**, **tactical (Level 2)** and **operational (Level 1)**, point of view.
- ❖ **Level 1:** provides an overview facility for the safety dept. and enables local management control of own area.
- ❖ **Ready to use or may be tailored / question driven** - progressive scoring.
- ❖ **User-friendly** form design and significant guidance supports the audit process.
- ❖ Guides the organisation in achieving **legislation compliance**.
- ❖ Establishes **prioritised action plans** to maintain or improve performance.
- ❖ **Underpins and augments other audit systems** by providing manageable interim audits.

Publications available now from £25.00 + carriage

	Item	1-10 Units	11-50 Units	51-100 Units	101 Units
A123 Level 1	Workbook & Guidance	£25.00	£21.00	£18.00	£12.00
A123 Level 2 Volume 1	Workbook & Guidance	£35.00	£30.00	£28.00	£22.00
A123 Level 2 Volume 2	Workbook & Guidance	£35.00	£30.00	£28.00	£22.00
A123 Level 3 Section 1 – Management System (HSG65) (Version 2)	Workbook	£45.00	£35.00	£28.00	£22.00
	Guidance	£45.00	£35.00	£28.00	£22.00
A123 Level 3 Section 2 – Human Factors	Workbook	£45.00	£35.00	£28.00	£22.00
	Guidance	£45.00	£35.00	£28.00	£22.00
A123 Level 3 Sections 3-6 incl. EP + RM + SP + OJS*	Workbook	£45.00	£35.00	£28.00	£22.00
	Guidance	£45.00	£35.00	£28.00	£22.00

Key: *EP = Emergency Procedures, SP = Safety Procedures, RM = Risk Management, OJS = Off The Job Safety

Compliance Manager - Auditor (featuring Audit 123)

Designed to hold compliance criteria along with the required specification (guidance) to enable you to build a powerful database to manage any audit initiative.

An **editable package** to enable compliance monitoring, using a **positive, progressive scoring facility, to give recognition for partial progress**.

Provides rating scores, reports and enables improvement actions to be assigned and tracked.

Any audit compliance criteria may be created and measured - Health & Safety **BS 18001**, Environmental **ISO 14000:2004**, Quality **ISO 9000:2000**, Food Hygiene, Personnel, Site Monitoring, and Contract Management.

Compliance Manager maximises speed of processing, simplifies analysis and aids report creation; audits are fully tailorable and can be implemented in standalone and networked environments. Opportunity for remote auditing ('lite' version, also available).

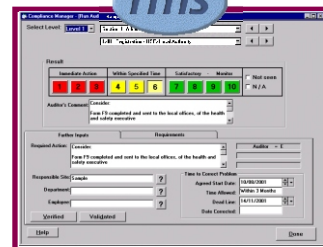
[Appropriate for use with Windows 95/98 & XP].

Software Prices:	Single Licence	Up To 3 Licences	Up To 10 Licences	Up To 20 Licences	20 + Licences
Auditor	£499	£995	£1995	£2499	£POA
Network*	-	£550	£750	£950	£POA
Audit Checklists:					
A123 Level 1	£175	£350	£550	£750	£POA
A123 Level 2	£225	£450	£650	£850	£POA
A123 Level 3 Management Systems (HSG 65)	£275	£550	£750	£950	£POA
Auditor 'Lite' (Laptop)	£199	£395	£795	£995	£POA

***Network Installation:** Requires network and auditor licences. Fee for arranging installation with client £100.

Support & Maintenance: 30% of the selected user fee (mandatory for 1 year, optional thereafter).

Postage & Packing: £6.00 per disk (Within UK - large quantity orders on application).



In-Company Option:

Software Skills Training Courses are also available to purchasers of Compliance Manager, to ensure full understanding and application of this essential audit tool.



Audit Services