



BRITANNIA SAFETY SOLUTIONS



Internal Audit Training

A strong internal audit programme is an essential element of an organisation's safety management system, supporting the continual improvement in standards. Our experience at Britannia Safety Solutions is that it can be an area of weakness, which can derail the effectiveness of an otherwise comprehensive structure. Areas for improvement include moving away from single function auditing, essentially where audits are only carried out by the safety team, widening auditor knowledge and competence and the development of the audit programme including templates.

Our internal audit training is designed to help build a strong internal audit process. It is flexible in approach and is always fully aligned to the client's requirements and the delegates attending. The course is suitable for those in a number of roles. For example, it is applicable to safety managers, advisors and co-ordinators who are responsible for putting in place a multi-disciplinary audit programme, against recognised management systems and internal standards. It is equally appropriate for those who are responsible for completing single subject audits as part of a wider site audit programme, for example functional managers or safety champions and representatives.

A modular approach is offered dependent on the client's needs. The course is delivered via a combination of classroom and exercises, however it is suggested that a practical element included in all cases, where the delegates will go onto the shop floor to carry out an audit, observed and coached by the tutor.





Internal Audit Training

| Module | Timings | Core topics | Examples of how we can customise |
|--------------------|-----------|--|---|
| Auditing overview | 1-2 hours | <p>This module gives an overview of effective internal audit systems and their importance to driving continual improvement in a risk management system. Areas covered included:</p> <ul style="list-style-type: none">• How does a safety audit differ to a safety inspection?• Audit purpose and objectives• Who should be involved• Conducting an Audit: overview of key stages• Utilising the findings of audits | Aligned to clients own internal audit system. |
| ISO 45001 Standard | 1-2 hours | <p>This module is of use for auditors working in organisations who have a management system aligned to ISO 45001:2018. It is intended to provide a brief overview of the main clauses and information on the key areas for focus during an audit:</p> <ul style="list-style-type: none">• Context of the Organisation• Leadership• Planning• Support• Operation• Performance Evaluation• Continual Improvement | |



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| Audit approach | Flexible | <p>This is an interactive classroom session which goes through the main elements of the audit process. It will help delegates understand how to systematically carry out the audit, and importance of each stage.</p> <ul style="list-style-type: none">• Introduction to the audit – opening meetings• Safety tours• Discussions and interviews – how to engage to get the information you need• Documentation Review• Action planning• Giving feedback and closing meetings | <p>This section can be tailored depending on whether auditors will be carrying out single discipline or full management system audits.</p> |
| Audit template development | 2-3 hours | <p>This is a classroom session which helps delegates to develop question sets for auditing against management systems. Areas covered include:</p> <ul style="list-style-type: none">• Disciplines to include• Question setting against safety management system requirements• Scoring systems | <p>Client specific standards can be used to help develop the audit template</p> <p>Existing audit templates can be utilised</p> |



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| Auditing Safety Management Systems and Leadership | Flexible | <p>This is a flexible module which is intended to give auditors an insight into auditing the key elements of the safety management system. It will consider how to determine whether the management system is effective, using a combination of factors viewed during the safety tour, discussions with personnel and review of due diligence documentation. The following core areas of a safety management system can be covered:</p> <ul style="list-style-type: none">• Management planning• Management system: policy and procedures• Hazard identification and risk assessment• Training• Leadership• Communication and engagement• Resourcing for safety• Measurement and monitoring | <p>This module can be fully tailored to the clients requirements and reflect timings available.</p> <p>Client specific policies, procedures and templates can be incorporated into the session</p> |
| Auditing for High Consequence / Low Likelihood Events | Flexible | <p>This is a flexible module which is intended to give auditors an insight into auditing to determine failings that might lead to high consequence events arising. Through a mix of classroom and practical sessions delegates will understand some of the key physical controls to look for during the safety tour element of an audit. The core due diligence documentation required will also be covered. Suggested topics for inclusion are:</p> <ul style="list-style-type: none">• Workplace Transport• Work at Height• Machinery Safety• Hazardous Substances• Contractor Management• Statutory Inspections and Maintenance | <p>This module can be fully tailored to the clients requirements and reflect timings available.</p> <p>Client specific policies, procedures and templates can be incorporated into the session</p> |



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| Practical auditing session | Flexible | <p>This module is intended to be a practical session to develop a delegates personal auditing skills. Depending on client requirements, discipline specific audits will be completed on the shop floor. Delegates will lead, supported and coached by the tutor. This session will complement the other modules. Key areas are:</p> <ul style="list-style-type: none">• Carrying out an audit of physical standards• Engagement with shop floor employees – managers and operatives• Determining actions required – immediate and action planning• Note taking• Follow up from safety tour – documents to review | <p>This session will be developed in line with client's requirements reflecting the areas covered in the modules previously completed.</p> |
| Feedback, reporting and follow up | Flexible | <p>This module will give delegates the tools to provide effective feedback to include:</p> <ul style="list-style-type: none">• Providing feedback – immediate and at closing meeting – how to deliver good and bad news• Working with teams to develop actions plans• Closing meetings• Report writing• Follow up | <p>This module will be adapted to reflect the types of delegates who are attending the course, and in particular whether they will be auditing against a management systems or single discipline audits.</p> |



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