

**SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Audit Management					
TSC	Workplace Safety and Health (WSH) Audit Programme Management					
TSC Description	Manage WSH audit programme to ensure compliance to organisational audit procedures and legal requirements					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
					WPH-AUD-5013-1.1	WPH-AUD6013-1.1
					Develop, implement and review an environmental management system (EMS)	Manage and review an organisation's WSH audit programme
Knowledge					<ul style="list-style-type: none"> Initial review (Needs Analysis) process and procedure Elements of ISO 14001 Environmental Management System Legal and other requirements relating to the EMS Environment related government agencies EMS related licenses and permits Scope of EMS implementation EMS documentation and data control EMS certification process 	<ul style="list-style-type: none"> Legal and other requirements relevant to audit of WSH management system Principles of Auditing Type of audits Types of WSH programmes for audit Organisational audit requirements WSH audit programme objectives Scope of WSH audit programme Objectives of audit programme Roles, responsibilities and competence of person managing WSH audit programme Follow-up audit Performance indicators for WSH audit programme Organisational record keeping requirements
Abilities					<ul style="list-style-type: none"> Conduct an initial review (Needs Analysis) to establish the organizational needs Formulate the Environmental Management System (EMS) policy, objectives and framework Develop, and advise stakeholders on, the appropriate actions to be taken by the 	<ul style="list-style-type: none"> Review objectives of audit in accordance with the legal and organisational audit requirements Review the performance indicators for WSH audit programme Establish WSH audit programme Manage WSH audit programme in accordance with the

**SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

					<p>organisation for compliance</p> <ul style="list-style-type: none"> • Develop the EMS implementation plan • Maintain EMS documentation • Maintain the EMS to meet requirements continually 	<p>organisational audit procedures</p> <ul style="list-style-type: none"> • Review implementation status of WSH audit programme in accordance with the organisational audit procedures • Report status of audit programme reviews to management in accordance with organisational audit procedures
--	--	--	--	--	---	--