

TSC Category	Audit Management					
TSC	Workplace Safety and Health Audit System Management					
TSC Description	Establish the policies and work procedures to ensure organisation's compliance to audit requirements					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
					WPH-AUD-5014-1.1	WPH-AUD-6014-1.1
					Establish workplace safety and health management system internal audit	Conduct external audits on organisations' workplace safety and health management systems
Knowledge					<ul style="list-style-type: none"> • Legal and other requirements relevant to audit and review of workplace safety and health (WSH) management systems • WSH management system audit checklists • Roles and responsibilities of WSH audit teams • Internal audit report formats • Construction Safety Audit Scoring System (ConSASS) protocol • On-site audit schedules, plans and processes • Key stakeholders in internal audits • Types of in-house audit analysis tools • Audit trail techniques • Types of internal audit findings • Types of gaps in WSH management systems • Methods of monitoring and evaluating follow-up action plans 	<ul style="list-style-type: none"> • Pre-audit planning processes • Structures of external audit plans • Audit methodologies • Construction Safety Audit Scoring System (ConSASS) • Working documents for auditors • Roles and responsibilities of audit teams • Types and sources of information to collect during audit process • Collection and verification of Information from sources • Procedure for preparing an audit conclusion • Content of an audit report • Distribution of audit reports • Disposition of audit documents

<p>Abilities</p>					<ul style="list-style-type: none"> • Develop WSH internal audit protocols in accordance with applicable legal and other requirements • Conduct WSH internal audits according to protocols • Communicate WSH internal audit findings to highlight gaps in the organisation's WSH management system • Recommend corrective and preventive actions (CAPA) based on WSH internal audit findings and consultation with relevant stakeholders • Submit internal audit reports • Monitor and evaluate effectiveness of follow-up action plans 	<ul style="list-style-type: none"> • Conduct pre-audit planning in accordance with audit programmes • Select audit team members with necessary competence • Prepare audit plans and activities in accordance with audit objectives and scope • Conduct audit opening and closing meetings • Review documents and records using audit checklists • Conduct interviews with relevant personnel using interview questionnaire • Conduct physical inspections of workplaces • Prepare audit conclusion • Prepare and submit audit reports on findings and recommendations
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