

## **INTEGRATED AND SAFETY AUDITS**

MSc Degree in Integrated Management Systems QAS (Quality, Environment and Safety)

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Code: 27802

Main Scientific Area: Health, Environment and Industrial Technologies

Lecturer: Estela Maria dos Santos Ramos Vilhena

Language of Instruction: Portuguese

Regime: S1

Contact Hours: 30h Total Workload: 163h

ECTS: 7,0

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### **Objectives**

This UC aims to ensure the knowledge of the requirements of NP EN ISO 9001: 2015, NP EN ISO 14001: 2015, ISO 45001:2018 from the perspective of the Auditor, adding value and contributing to the improvement of the Integrated Management System. At the end of this course the trainees should:

- Understand the common and specific requirements of the reference standards;
- Be able to apply the knowledge in the conduct of Internal Audits.

### **Learning Outcomes**

This Course Unit aims to provide participants with the skills to audit, through the requirements of ISO 19011: 2018, an Occupational Safety and Health Management System and Integrated Management System (Quality, Environment, Safety and Health of Work):

- Recognize the concepts and importance of the implementation of Integrated Management Systems (Quality, Environment and Safety and Occupational Health);
- Identify and interpret the requirements of the Standards NP EN ISO 9001: 2015, NP EN ISO 14001: 2015, ISO 45001:2018
- Obtain notions about Audit techniques.
- Plan, prepare and execute Internal Audits in the companies where they carry out their activity

### **Course Contents**

1. Execution of audits: Preparation of the audit (program, plan, methodology, criteria, documentary analysis, preparation of checklists)
2. Execution (documents, interviews, collection of objective evidence)
3. Results (preparation of findings and conclusions, closing meeting, audit report)
4. Audit case study

### **Recommended Bibliography**

NP EN ISO 9001: 2015: Sistemas de gestão da qualidade: Requisitos (ISO 9001:2015)

NP EN ISO 9000: 2015: Sistemas de gestão da qualidade: Termos e definições (ISO 9000:2015)

NP EN ISO 14001: 2015: Sistemas de gestão ambiental: Requisitos e linhas de orientação para a sua utilização (ISO 14001:2015)

ISO 45001:2018: Sistemas de gestão de segurança e saúde do trabalho

NP EN ISO 19011: 2018 (Ed. 1): Linhas de Orientação para Auditorias a Sistemas de Gestão

### **Learning and Teaching Methods**

The program contents of the curricular unit were set to achieve the proposed objectives: conducting audits of safety (ISO 45001:2018) and integrated Management Systems, in accordance with NP EN ISO 19011: 2018.

### **Assessment Methods**

Continuous assessment: 100% of the course hours.

The continuous assessment regime consists of a 30% behavioral evaluation that includes: Interest Commitment, Participation, Ability of Expression, Integration in the Group and Punctuality. The remaining 70% corresponds to the technical and behavioral of the execution of the audit phases: preparation, implementation of the authorship on the ground implementation of the report.

Assessment at the time of Examination of Appeal: written exam for the student who has not undergone the evaluation continuous, that is not 80% of attendance or has not been successful in it, obtaining approval when the examination score is equal to or greater than ten values. However, if the assessment is obtained at the appeal shall be entitled to an audit certificate.