JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Advanced Safety Audit Evidence and Findings Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Advanced Safety Audit Evidence and Findings Training Course

Safety Audit Evidence and Findings is a 2-week training course for HSE auditors, safety managers and lead auditors who plan audits, test evidence on site and grade what they find, with each participant producing a graded audit findings report. Boards and clients now read audit results as a measure of real control rather than paperwork, so weak evidence and inconsistent grading carry reputational and operational cost. Jupiter Prime Training delivers this course on safety audit evidence and findings.

Why Safety Audit Evidence and Findings Matters Now

Three forces shape safety auditing today. Senior leaders expect audit results they can act on, clients and insurers ask for proof of control across contractors, and frontline workers expect their experience to count as evidence. An organisation whose auditors sample well, corroborate testimony and grade findings consistently sees real weaknesses early and fixes them once. One whose audits rely on checklists and opinion misses systemic failures and repeats the same findings each cycle. The course rests on ISO 45001 for occupational health and safety management systems, with links to ISO 14001 for environmental management and IEC 61882 for HAZOP study records.

Who Gains Most from Safety Audit Evidence and Findings

- Professionals who lead internal safety audits and sign off audit conclusions
- Specialists who test permit, inspection and training records on operating sites
- Managers who receive audit findings and own the corrective actions
- Practitioners who audit contractors and suppliers against safety requirements
- Coordinators who maintain the audit calendar and the findings register

An audit function that sends its lead auditors and site safety managers together gains most, because both sides of the findings conversation then use the same grading language.

Safety Audit Evidence and Findings Capabilities

Participants move from collecting records to building defensible audit conclusions that hold up in a closing meeting.

- Design a risk-based audit plan and sampling strategy — for the head of HSE setting audit depth
- Apply audit trails and corroboration to objective evidence — for lead auditors defending a conclusion
- Assess interview testimony against site records — for auditors weighing worker voice
- Grade nonconformities as major, minor or observation — for site managers prioritising action
- Test corrective action effectiveness before closure — for action owners and senior leaders

- Specify auditor competence and calibration needs — for the audit function lead

Key Safety Audit Evidence and Findings Terms

- Objective evidence — Verifiable records, observations or statements that show whether an audit requirement is met.
- Audit trail — A method that follows one task or hazard through the management system to test each linked control.
- Nonconformity — Non-fulfilment of a stated requirement, written with the requirement, the evidence and the gap.
- Major nonconformity — A finding showing a systemic failure or absence of a required control, not an isolated lapse.
- Corroboration — Confirming interview testimony with records or observation before relying on it as evidence.
- Effectiveness verification — Checking after closure that a corrective action removed the cause and the gap has not returned.

Safety Audit Evidence and Findings Day by Day

Day 1: Audit Purpose and Risk-Based Scope

- ISO 45001 Clause Structure — Which Requirements an Audit Must Test
- Audit Criteria Selection — Legal, Contractual and Internal Requirements
- Risk-Based Audit Scope — Where Hazard Exposure Justifies Depth
- Audit Cycle Calendar — Frequency for High and Low Risk Sites
- Previous Audit Records — Recurring Weaknesses Worth Retesting

Day 2: Planning the Audit Engagement

- Audit Plan Template — Sequencing Sites, Shifts and Processes
- Auditee Briefing Note — Setting Expectations Before Fieldwork
- Document Request List — Evidence Needed Before Arrival
- Audit Team Roles — Lead, Technical Expert and Observer Duties
- Opening Meeting Agenda — Agreeing Scope, Access and Confidentiality

Day 3: Sampling Strategy and Audit Trails

- Judgemental Sampling — Choosing Records with the Highest Hazard
- Statistical Sampling — Sample Size for Permits and Inspections
- Audit Trail Method — Following One Task from Hazard to Control
- Vertical and Horizontal Tracing — Linking Policy to Site Practice
- Sampling Log — Recording What Was Selected and Why

Day 4: Objective Evidence on Site

- Physical Observation Checklist — Guarding, Housekeeping and PPE Use
- Permit-to-Work Record Testing — Isolation, Signatures and Handback
- Training Matrix Verification — Competence Against Task Hazard
- Contractor Control Evidence — Prequalification and Supervision Records
- Evidence Sufficiency Test — Enough to Support a Conclusion

Day 5: Audit Interviews and Worker Voice

- Interview Question Ladder — Open, Probing and Confirming Questions
- Frontline Worker Interviews — Testing Hazard Awareness in Practice
- Supervisor Interviews — Checking Consultation and Participation Claims
- Corroboration Technique — Matching Testimony with Records
- Interview Notes Discipline — Neutral Wording That Survives Challenge

Day 6: Grading Findings Consistently

- Nonconformity Statement Structure — Requirement, Evidence and Gap
- Major and Minor Grading Criteria — Systemic Versus Isolated Failure
- Observation and Opportunity Wording — Signals Below Nonconformity
- Calibration Session — Aligning Auditor Judgement Across Teams
- Findings Register — Traceable Record for Each Graded Finding

Day 7: Root Cause and Corrective Action

- Five Whys for Audit Findings — Separating Symptom from System
- Corrective Action Request Form — Owner, Action and Due Date
- Effectiveness Verification — Proving the Gap Has Closed
- Overdue Action Escalation — Who Decides When Deadlines Slip
- Repeat Finding Analysis — Signals of Weak Management Review

Day 8: Integrated and Sector Audits

- ISO 14001 Interface — Combining Environmental and Safety Audit Criteria
- Process Safety Audit Points — Drawing on IEC 61882 HAZOP Records
- Construction Site Audits — Temporary Works and Working at Height
- Healthcare Facility Audits — Manual Handling and Exposure Controls
- Remote and Hybrid Audits — Video Evidence and Its Limits

Day 9: Reporting and Auditor Competence

- Audit Report Structure — Executive Summary, Findings and Conclusion
- Closing Meeting Script — Presenting Grades and Handling Disputes
- Audit Conclusion Statement — Conformity and Effectiveness Opinion
- Auditor Competence Matrix — Skills, Experience and Impartiality
- Auditor Performance Feedback — Witnessed Audits and Peer Review

Day 10: Practising the Graded Audit Findings Report

- Mock Audit Fieldwork — Applying Sampling and Evidence Methods
- Role-Played Interviews — Applying Questioning and Corroboration
- Grading Exercise — Applying Major and Minor Criteria to Cases
- Corrective Action Review — Applying Effectiveness Verification
- Graded Audit Findings Report — Final Report for Peer Challenge

Applying Safety Audit Evidence and Findings After the Course

- Run a calibration session with fellow auditors, grading three past findings against the major and minor criteria
- Lead an audit trail on one high-hazard task, from risk assessment through permit records to frontline interviews

Safety Audit Evidence and Findings Questions FAQ

What is safety audit evidence and findings practice and why does it matter now?

It is the discipline of sampling, testing and grading audit evidence so conclusions are defensible. It matters now because leaders, clients and insurers rely on audit results to judge real control rather than paperwork.

Which roles gain most from safety audit evidence and findings training?

Lead auditors, internal safety auditors and HSE managers gain most. Site managers who own corrective actions also benefit, because they learn how findings are graded and what evidence closes them.

How does safety audit evidence and findings training differ from an introductory auditor course?

It goes beyond audit basics and clause reading. You work on sampling strategy, corroboration, grading calibration and effectiveness verification, the judgement calls that separate an experienced lead auditor from a checklist auditor.

What do you bring back from safety audit evidence and findings training?

You bring back a graded findings report built from a mock audit, plus a sampling log, interview notes and a findings register format your audit function can adopt straight away.

Safety Audit Evidence and Findings: The Way Forward

The graded audit findings report becomes the reference for the next internal audit cycle. Its first use is deciding which findings justify escalation to senior leaders and which stay with site managers. Lead auditors, HSE managers and action owners all work from it. After its first use, revisit the grading criteria with peers to keep judgement consistent across sites.