TECHNICAL
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ACADEMY

Operational Risk Management Center

COURSE PROGRAMME

000430

Road Traffic Safety Management System Internal Auditor (ISO 39001, ISO 19011)



Learn from the Best in the Business!

Course overview

Foundation level

Why take this course

This International Standard (ISO 39001:2012 Road traffic safety (RTS) management systems) provides a tool to help organizations reduce, and ultimately eliminate, the incidence and risk of death and serious injury related to road traffic crashes. This focus can result in a more cost-effective use of the road traffic system.

This International Standard identifies elements of good RTS management practice that will enable the organization to achieve its desired RTS results.

This International Standard is applicable to public and private organizations that interact with the road traffic system. It can be used by internal and external parties, including certification bodies, to assess the organization's ability to meet the requirements.

The management system specified in this International Standard focuses the organization on its RTS objectives and RTS targets and guides the planning of activities that will realize these goals by using a Safe System approach to RTS. Annex B describes categories of RTS results, the Safe System approach and a framework for good practice RTS management, and shows how they can be aligned with this International Standard.

The participants of this training will gain knowledge about various components of the RTSMS, including the following: leadership, risk management, necessary procedures, documentation, performance measurement, review by management and continuous development, as well as tasks and roles of internal auditors in the process of planning and carrying out audits, reporting, planning and monitoring of activities and actions based on the audit results.

Who it is for and how it helps

Anyone with responsibility for Road traffic safety Management including, those with responsibilities for transport planning, fleet management, occupational health and safety, human resources, Those with responsibility for road safety management and enforcement authorities, Internal and external management systems auditors who are new to RTSM and auditing RTSMS.

What you will learn

- Understand the principles of the RTSMS implementation in accordance with the requirements of ISO 39001
- Get a complete understanding of the concepts, approaches, methods and techniques necessary for the effective management of the RTSMS
- Gain knowledge in identifying the risks and opportunities associated with RTSMS
- Understand the relationship between the RTSMS and compliance with the requirements of various stakeholders of the organization

Course overview — continued

- Develop the knowledge and skills necessary to advise organizations on best practices of road safety management and best practices of internal audit
- Get familiar with all the stages of preparing and carrying out an internal audit
- Gain the knowledge necessary to manage an RTSMS audit team
- Understand the operation of the RTSMS in accordance with ISO 39001
- Improve the ability to analyze the internal and external environments of the organization and decision-making in the context of the RTSMS

Curriculum

Modules 01–06

01 Introduction to Road Traffic Safety Management Systems (ISO 39001)

- Preface
- Scope of the standard
- Advantages

02 General provisions of the Road Traffic Safety Management Systems (ISO 39001)

- Structure of the standard
- Terminology

03 Organization context o the Road Traffic Safety Management System

- Understanding the organization and its context
- Understanding the needs and expectations of stakeholders
- Determining the scope of the RTSMS, examples
- RTSMS and its processes

04 Leadership and the Road Traffic Safety Management System

- Leadership and obligations
- RTSMS policy
- Organizational roles, responsibilities and authorities

05 Planning of the Road Traffic Safety Management System

- General provisions
- Actions on risk treatment and on identification of opportunities
- RTS performance
- RTS objectives and planning to achieve them

06 Support of the Road Traffic Safety Management System

- Coordination
- Resources
- Competence

Curriculum

Modules 06–11 · Module 06 — continued

- Awareness
- Communications
- Documented information

07 Functioning of the Road Traffic Safety Management System

- Operational planning and management
- Preparedness for emergencies and responding to them

08 Performance evaluation of the Road Traffic Safety Management System

- Monitoring, measurement, review and evaluation
- Investigation of road traffic accidents with severe consequences and other traffic incidents
- Internal audit
- Review by management

09 Improvement of the Road Traffic Safety Management System

- Nonconformities and corrective actions
- Continuous improvement

10 Introduction to Internal audit (ISO 19011)

- Audit definition
- Classification of audits
- Audit criteria
- History of the standard

11 General provisions of the ISO 19011 standard

- Structure of the standard
- Scope of the standard
- Terminology
- Principles
- Auditor code of ethics

Curriculum

Modules 12–13

12 Audit programme management (ISO 19011)

- The Plan Do Check Act (PDCA)
- General provisions
- Audit programme management process diagram
- Audit programme planning
- Identification and evaluation of risks and opportunities
- Person in charge of the audit programme
- Determining the volume of the audit programme
- Audit programme resources
- Carrying out audit programme
- Determining the objectives, scope and criteria for a specific audit
- Selecting and determining audit methods
- Selecting audit team members
- Audit programme records management
- Audit programme monitoring
- Reviewing and improving the audit program
- Unscheduled audits

13 Performing an internal audit

- Audit initiation
- Preparation for an audit, example of an Audit Plan
- Preparation for an audit, example of an Audit Plan
- Preparation for an audit, example of an Audit Plan
- Distribution of tasks in an audit team
- Preparation of working documents, example of a Checklist
- Opening meeting
- Exchange of information during audit
- Collecting and verifying information: examples of questions, spot check
- Preparation of an Audit Report
- Preparation of audit conclusions, example of a Statement of Nonconformities
- Final meeting

Curriculum

Modules 13–14 · Module 13 — continued

- Preparation and distribution of an Audit Report

14 Competence of the internal auditors

- Competence evaluation stages
- Personal qualities
- General knowledge and skills
- General competence of an Audit Team leader
- Maintaining and improving the competence of an auditor

Joining the programme

Contact the Academy and quote course code 000430 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

The published programme does not specify any prerequisites. Contact us before enrolling to confirm how to prepare.

Discuss your training needs

mail@tecedu.org
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