



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

HSSE Auditing & Inspection

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0347 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and practical skills to conduct effective HSSE audits and inspections in the workplace. It covers the principles, methodologies, and reporting techniques required to identify hazards, assess compliance, and drive continuous improvement in health, safety, security, and environmental performance.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0347
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles and processes of HSSE auditing and inspection to workplace scenarios.
- Demonstrate the ability to plan and prepare for an HSSE audit or inspection, including scope, criteria, and checklists.
- Evaluate evidence and observations to identify non-conformances and areas for improvement.
- Implement corrective and preventive actions based on audit and inspection findings.
- Analyze audit and inspection results to recommend improvements to the HSSE management system.
- Demonstrate effective communication and reporting of audit and inspection outcomes to stakeholders.

WHO SHOULD ATTEND

- This course is designed for health and safety officers, line managers, supervisors, and anyone responsible for conducting or overseeing HSSE audits and inspections in their organization.

COURSE OUTLINE

Day 1: Introduction to HSSE Auditing and Inspection

- Overview of HSSE management systems
- Auditing vs. inspection: definitions and distinctions
- Legal and regulatory framework in South Africa
- International standards and best practices
- Types of audits (internal, external, compliance, etc.
- The audit process: planning, conducting, reporting, follow-up
- Introduction to risk-based auditing
- Ethical considerations and professional conduct

Day 2: Planning and Preparation for Audits and Inspections

- Defining audit objectives and scope
- Selecting audit criteria and standards
- Resource allocation and team selection
- Document review and information gathering
- Developing effective checklists
- Risk assessment in planning
- Communication strategies for audits
- Managing logistics and scheduling

Day 3: Conducting Audits and Inspections

- Opening meetings and communication
- Interviewing techniques and active listening
- Observation and inspection methods
- Evidence collection and verification
- Sampling strategies
- Identifying non-conformities and findings
- Root cause analysis
- Handling resistance and confidentiality

Day 4: Reporting and Corrective Action

- Report writing structure and content
- Classifying findings (major, minor, observation)
- Prioritizing actions based on risk
- Developing corrective action plans (CAPs)
- Implementation and tracking of CAPs
- Verification and close-out processes
- Communication of results to management
- Lessons learned and continuous improvement

Day 5: Advanced Techniques and Practical Integration

- Process-based auditing
- Combined and integrated audits
- Data analysis and trend identification
- Auditor competencies and certification
- Managing an audit program

- Auditing contractor management
- Auditing emergency preparedness
- Simulated audit exercise and review

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Oct 2026	09 Oct 2026	On-Campus	Kigali, Rwanda
05 Oct 2026	09 Oct 2026	On-Campus	Bangkok, Thailand
05 Oct 2026	09 Oct 2026	On-Campus	Lusaka, Zambia
05 Oct 2026	09 Oct 2026	Online	—
05 Oct 2026	09 Oct 2026	On-Campus	Windhoek, Namibia
05 Oct 2026	09 Oct 2026	On-Campus	Nairobi, Kenya
05 Oct 2026	09 Oct 2026	On-Campus	Mbabane, Eswatini
12 Oct 2026	16 Oct 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0347) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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