



## School of Professional Education & Executive Development (SPEED) and Industrial Centre (IC)

### Safety Auditors Training Scheme (SATS) - Intake 12

<p><b>Course Title:</b> Safety Auditors Training Scheme (SATS)</p> <p><b>Award:</b> Certificate of Attainment in Safety Auditing</p> <p><b>SATS Operator:</b> IC of The Hong Kong Polytechnic University, registered with the Labour Department under the Factories and Industrial Undertakings (Safety Management) Regulation.</p> <p><b>Administration:</b> SPEED of The Hong Kong Polytechnic University</p>	<p><b>Intake:</b> SATS Intake 12 (course code NN21)</p> <p><b>Date of Commencement:</b> 26 March 2007</p> <p><b>Application Deadline:</b> 17 March 2007</p> <p><b>Application Fee:</b> HK\$150</p> <p><b>Course Fee:</b> HK\$12,000</p> <p><b>Note:</b> The course has been included in the list of reimbursable courses for Continuing Education Fund (CEF) purposes.</p>
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#### MODE OF STUDY:

It is a 108-hour study programme covering two stages:

Stage 1: Classroom Training (78 hours)	Stage 2: Audit Project (30 hours of field study)
Normally held on every Monday and Wednesday evening (6:45 pm – 9:45 pm) covering 36 hours of Safety Management and 42 hours of Safety Audit.	Project to be completed within 5 months covering the stages of baseline audit and follow-up audit, including oral presentation of the audit findings.

Students of this course may use the Pao Yue-kong Library of The Hong Kong Polytechnic University during the period of study.

#### ASSESSMENT CRITERIA AND AWARD OF CERTIFICATE:

Students having not less than 75% of attendance in the classroom training and passing the assessments of both examination and project (i.e. 60%) will be awarded with the Certificate of Attainment in Safety Auditing by SPEED.

#### COURSE OBJECTIVES:

The Scheme is specifically designed to provide safety audit training for preparing suitable candidates for positions of safety auditor in accordance with the training requirements stipulated by the Factories and Industrial Undertakings (Safety Management) Regulation. The overall aims are:

<ul style="list-style-type: none"> <li>▪ To review contemporary best practice in occupational safety and health (OSH) management, and to familiarise participants with the local legal requirements on OSH management, audit and review.</li> <li>▪ To develop a thorough understanding of the concepts, principles, methods and techniques of modern safety management and safety auditing, covering the key process elements of a safety management system.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To familiarise participants with the details of safety audit procedures and practice, and to develop competence in conducting a safety audit for the assessment of the effectiveness of OSH management system and safety strategies.</li> <li>▪ To satisfy one of the pre-requisites for becoming a Registered Safety Auditor under the Factories and Industrial Undertakings (Safety Management) Regulation.</li> </ul>
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### ENTRY REQUIREMENTS:

The Scheme is designed for registered safety officers and occupational safety and health practitioners. Entry is also open to candidates with appropriate tertiary qualifications and relevant professional experience, or those designated by their organisations as auditor candidates or safety reviewers.

### TEACHING STAFF:

The SATS Operator, Industrial Centre (IC) of The Hong Kong Polytechnic University, has long experience in teaching the occupational safety and health subjects since 1979 and has good contacts with industry and local occupational safety and health associations. For this particular scheme in safety auditors training, it has the full support of the Society of Accredited Safety Auditors. Members of the Society (qualified with the status of Registered Safety Auditor) and members of the IC safety professional staff will be actively involved in teaching the subject and providing project supervision.

### APPLICATION AND ENQUIRIES:

For application, please complete the application form below. For admission enquiries, please contact the SPEED at **3400 2828**. For further information, please contact the IC General Office at **2766 4727** or the Course Coordinator (Mr CS Chan) at **2766 7633**.

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Application Form for SATS Intake 12 (course code NN21)		
NAME: (English)		
NAME: (Chinese)		(Chinese Character Code)
ADDRESS:		
PHONE: (Office)	(Home/Mobile)	(Fax)
COMPANY:	POSITION:	
NO. OF YEARS OF EXPERIENCE IN SAFETY MANAGEMENT:	EMAIL:	
HKID No:	DATE OF BIRTH:	SEX:
The following copies of certificates are enclosed: <i>(Tick the boxes as appropriate)</i>		
<input type="checkbox"/> Degree/Higher Diploma/Higher Certificate <i>(Specify discipline of study)</i> _____		
<input type="checkbox"/> BSc/MSc in OSH/Safety Management <i>(Specify the awarding university)</i> _____		
<input type="checkbox"/> RSO Certification Letter from the Labour Department <i>(Specify the date issued)</i> _____		
<input type="checkbox"/> Other safety qualifications _____		
Applicant has to enclose <b>two</b> crossed cheques (payable to "The Hong Kong Polytechnic University") for payment of the non-refundable application fee (HK\$150) and the course fee (HK\$12,000). On completion of the selection process, SPEED will return the cheque for course fee to unsuccessful applicants.		
Application fee HK\$150: Cheque No. _____ Bank _____		
Course fee HK\$12,000: Cheque No. _____ Bank _____		
I understand that the above information is for processing my application and some of the information may be given to other departments of The Hong Kong Polytechnic University whenever necessary.		
Signature of applicant: _____		Date: _____
<u>Note:</u> The deadline for the course application is <b>17 March 2007</b> . All applications with the application fee, course fee and copies of <u>certified</u> certificates must be sent to: <i>School of Professional Education and Executive Development (SPEED), Room QR802, 8/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon.</i>		

*School of Professional Education and Executive Development is operated by College of Professional and Continuing Education Limited which is an affiliate of The Hong Kong Polytechnic University.*