



PROFESSIONAL CERTIFICATE IN SAFETY AUDITING (SAFETY AUDITOR TRAINING SCHEME)

AIMS AND OBJECTIVES

The objective of the Course is to provide participants with theoretical and practical training as a foundation for them to acquire the competence and skills required for conducting safety audits efficiently and effectively under the Factories and Industrial Undertakings (Safety Management) Regulations. After completing the course, participants will be able to put their knowledge into practice in their workplace.

PROGRAMME STRUCTURE

The course is divided into three stages.

Part A: Safety Management (Total 33 hours/11 lectures)

Part B: Safety Auditing (Total 27 hours/9 lectures)

Held on every Tuesday & Friday Evening 19:00-22:00

Part C: Audit Project (45 hours) - To be completed within 6 months including the preparation of audit plans, audit reports and an oral presentation of the audit findings.

The lectures will be presented in Cantonese with English terms. Handouts will be in English.

DURATION

Total Duration: 108 Hours (Include the examination – 3 hours)

No attendance record will be counted in Part C (45 hours)

DATE OF COMMENCEMENT

04th March 2022 (Every Tuesday and Friday, except Public Holiday)

Part A – 04th March to 12th April 2022

Part B – 19th April to 17th May 2022

ASSESSMENT CRITERIA AND AWARD

The passing mark for the project and examination is 60. Students who have satisfactorily completed the programme with an attendance of **NOT** less than 75% of the lectures and have fulfilled the above examination and project requirements will be eligible for the award of a Professional Certificate in Safety Auditing*.

Students who fail the abovementioned requirement please note "Other Requirements"

PRINCIPAL LECTURER

Dr. Y Y Wong

PhD, Master App. Sc (Safety Mgt), GDAS(OHS), B.Sc.(Civil Engg)

DMS, FIOSH, FRSH, FHKOSHA, CMHKIE, RSP, CSP, RSO, ASA, RSA

COURSE FEE

HK\$12,500.00 (Intake 35). The payment for the course fee will be divided into 3 instalments.

Installment	Fee	Payment Due Date
1 st installment	\$4,000	On or before 28th February 2022
2 nd installment	\$4,000	On or before 12th April 2022
3 rd installment	\$4,500	On or before 17th May 2022

The fees must be paid prior to the payment due date.

PAYMENT METHOD

The payment for the course fee will be divided into 3 instalments. Please complete the enroll form and return it with enclosed cheque for 1st instalment at the amount of HK\$4,000 payable to "Occupational Safety & Health Management Institute". Full refund will be made for unsuccessful applicants.

ENTRY REQUIREMENTS

Applicants have to fulfill **BOTH** Chinese and English Language requirements with **ONE of the** following attainments:

- HKDSE Chinese Language Level 2 or HKCEE Chinese Language E or Passing a Chinese oral reading test in an admission interview (*if needed)
- HKDSE English Language Level 2 or HKCEE English Language (Syllabus B) at Grade E or IELTS 5.0 in the recent two years

AND applicants must fulfill the academic requirements with **ONE of the** following attainments:

- Registered Safety Officer & Holding a Bachelor's degree with at least **TWO** years of relevant full time work experience; or
- At least **THREE** years of relevant full-time work experience and reference letter from employer

OTHER REQUIREMENTS

To obtain an award of Certificate of attainment, students are required to pass both examination and submitted all audit projects with 75 % lectures attendance.

If any student fails the course examination, he/she can apply for a re-examination in the next intake. A re-examination fee HK\$800 will be charged for administration cost. If the student fails the re-examination, he/she will be disqualified.

If the student still fails the safety audit plan and/or safety audit report, the student will be disqualified or he/she may apply for deferral to the next intake. A re-assessment fee HK\$4,000 will be charged for administration cost. If the student fails the re-assessment, he/she will be disqualified.

CONTACT US

Whatsapp / Phone: +852 2786 9009 Fax: +852 2786 1767

Operation Hours: Mon – Fri: 9:00 to 18:00 & Sat: 9:00 to 13:00 / Sun & Public Holiday Closed

Email: info@oshmi.org



ENROLMENT FORM 課程申請表

For Office Use

Received On: _____

Handled by: _____

GUIDELINES TO COMPLETE THE ENROLMENT FORM 填寫報名表格須知

- Please complete all the information required on the Enrolment Form. Incomplete Enrolment Form will not be processed. 請填寫報名表上所有資料，若資料不全，學院將不予受理。
- Please complete this form in BLOCK LETTERS with BLACK or BLUE BALL PEN.
請用黑色或藍色原子筆並以英文或中文正楷填寫。

Course Information 課程資料:

Course Code 課程編號	Course Title 課程名稱	Commencing Date & Time 開課日期及時間	Fee 學費	Receipt No 收據編號 (For office use only)
PCSA35	Professional Certificate in Safety Auditing			
Total 總計:				

(B) Personal Data 個人資料 Please tick the appropriate boxes 請在適當的空格內，填上 號

Title 稱謂: Dr. 博士 Mr 先生 Mrs 太太 Ms 女士

Surname 英文姓氏: _____ Given Name 英文名字: _____

Name in Chinese 中文姓名: _____ HKID No.: _____ ()

Date of Birth 出生日期 (DD/ MM/YY): _____ Mobile Phone No 電話號碼: _____

E-mail: _____ No. of Years of Experience in Safety Mgt: _____

Correspondence Address 通訊地址: H.K. 香港 / Kln. 九龍 / N.T. 新界

Emergency Contact Person 緊急聯絡人姓名: _____ Phone 電話號碼: _____

Admission Requirements: (Tick only one box below)

- Registered Safety Officer and Holding of Bachelor's degree, with at least **TWO** years of relevant full time work experience or
- At least **THREE** years of relevant full-time work experience and reference letter from employer

Staff Only Handle By: _____

Checked the original copy

Declaration (CEF)

Proficiency in Chinese (Tick only one box below)

- HKDSE Chinese Language Level 2; or HKCEE Chinese Language E; or
- Passing a Chinese oral reading test in an admission interview (*if needed)

Proficiency in English (Tick only one box below)

- HKDSE English Language Level 2; or HKCEE English Language (Syllabus B) at Grade E; or
- IELTS 5.0 in the recent two years



The reason of apply Professional Certificate in Safety Auditing: (Tick the boxes if appropriate)

- Employer request (僱主要求) Marketing Trends (市場趨勢) Self improvement(自我增值)
 Others (please specific): _____

(C) Payment Method 付款方法 Please tick the appropriate boxes 請在適當的空格內，填上 號

- Cash 現金 (Only applicable to enrolment made in person at OSHMI, 只適用於親身報名)
 Alipay Pay 支付寶 (Only applicable to enrolment made in person at OSHMI, 只適用於親身報名)
 Payme (如使用 Payme 付款, 請與本中心職員聯絡)
 Cheque 支票 / Bank Draft 本票
Cheque No. 支票號碼 / Bank Draft No. 本票號碼: _____
issuing bank 發票銀行: _____

Please send us crossed cheque made payable to "Occupational Safety and Health Management Institute" and send to 4/F, Tai Shing Commercial (Yaumatei) Building, 498 -500 Nathan Road, Yau Ma Tei, Kowloon. 請把報名表格連同費用寄回中心，支票抬頭為「職業安全健康管理研究中心」。

(D) Declaration 聲明

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. 資料均屬正確及完整，本人明白若填報之資料失實，本人的入學申請將被取消，同時所繳學費概不獲退還。
 2. I have read and understood the Notes to Applicants and Enrolment Information and agreed to abide by OSHMI regulations. 本人已詳閱及明白附上的申請人須知事項及報讀資料，並同意遵守職業安全健康管理研究中心規例。
 3. I understand that the above information is for processing my application only. 你所填寫的個人資料，將作處理你的申請用途。
- Click here if you do not wish to receive latest news, promotions and offers from OSHMI or subsidiaries and associated companies of Y.Y. Wong Safety Consultants Ltd via email, phone, SMS or App in relation to health and safety information. 閣下如不希望收到職業安全健康管理研究中心或威煌集團旗下附屬公司的最新消息或電子促銷，請 此處。

Signature 簽署: _____ Date 日期: _____