

# SCOPE

School of Continuing and Professional Education  
專業進修學院

香港城市大學  
City University of Hong Kong

30<sup>th</sup> Anniversary  
Since 1991  
SCOPE Unlimited



職業安全健康局  
OCCUPATIONAL SAFETY & HEALTH COUNCIL

## Safety Auditor Training Scheme - Professional Certificate in Safety Auditing

# Safety Auditing

Programme code : 221-40321 | Intake 22



資歷架構  
Qualifications  
Framework



QF Level: Level 4

QR Registration: 13/000197/L4

Validity Period: On-going since 18 April 2013

This programme has been included in the list of reimbursable courses under Continuing Education Fund (CEF).

[www.cityu.edu.hk/ce/pcsa](http://www.cityu.edu.hk/ce/pcsa)





# Safety Auditor Training Scheme – Professional Certificate in Safety Auditing

## Introduction

Since 1993, the School of Continuing and Professional Education (CityU SCOPE) and the Occupational Safety and Health Council have been offering courses in occupational safety and health. To date, more than 1,500 safety professionals have been trained.

To comply with the Factories and Industrial Undertakings (Safety Management) Regulation, certain workplaces are required to develop, implement and maintain an effective safety management system to administer occupational safety and health. To ensure that the system is effectively maintained, proprietors and contractors are required to appoint a registered safety auditor to conduct regular safety audits.

CityU SCOPE is a registered safety auditor training scheme operator to offer training for qualified safety personnel to become registered safety auditors.

## Programme Objective

The objective of the Programme is to provide Safety Officers 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) Regulation.

## Programme Structure

*The programme comprises 3 parts:*

Part A : Safety Management (36 hours)

Part B : Safety Auditing (48 hours)

Part C : Safety Auditing Project (48 hours, including 9-hour tutorial session)

## Programme Outline

### Part A: Safety Management

This module is designed to equip students with knowledge in safety management and the legal requirements under the Factories and Industrial Undertakings Ordinance as well as the Factories and Industrial Undertakings (Safety Management) Regulation on managing safety and health, safety audit and safety review.

### Part B: Safety Auditing

This module introduces commonly-used proprietary safety audit systems, the auditing methodology, auditing techniques and reporting. Students will be able to develop a safety audit system for in-house use, plan and conduct a safety audit.

### Part C: Safety Auditing Project

This module provides students the opportunity to apply the knowledge learnt to a workplace situation. It enables them to acquire more practicable experience in safety auditing. Students have to plan and conduct a safety audit in assessing the effectiveness of a safety management system in an organization, report on the effectiveness of its safety management system and make suggestions for improvement to the top management of an organization.



## Medium of Instruction

The programme is conducted in Cantonese and English. Course materials and assessments will be in English.

## Assessment and Award

Part A and Part B are assessed by an examination. Part C will be assessed by two audit reports and an oral presentation.

Students who have passed all modules and achieved a minimum attendance of 80% will be awarded a **Professional Certificate in Safety Auditing** issued by CityU SCOPE.

## Teaching Staff

The programme is administered by CityU SCOPE, with teaching co-ordinated by the Occupational Safety and Health Council. Lecturers are experienced practicing safety consultants and senior ex-government officers in-charge of occupational safety and health.



## Admission Requirements

Applicants must have completed a recognized safety course at certificate level or above, which meet the scheduled academic qualifications for Registered Safety Officers.

Preference will be given to Registered Safety Officers with several years of post-registration experience in safety management.

## Exemption

Exemption from the attendance requirement of “Part A – Safety Management” will be granted to those who have completed the Continuing Education Diploma in Occupational Safety and Health Practices or Professional Diploma in Occupational Safety and Health offered by CityU SCOPE in Year 2006 onward. However, it is advisable to take the full programme to ensure a better chance of success in the course.





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## Application and Commencement

<b>Application Deadline</b>	15 March 2022
<b>Application Fee</b>	HK\$160 (non-refundable)
<b>Programme Fee</b>	HK\$13,500 (Full Course) HK\$9,000 (Part B & C)

<b>Commencement</b>	Late-April
<b>Classes</b>	Usually one weekday evening and one weekend afternoon
<b>Meeting Venue</b>	SCOPE TSTE Learning Centre or other designated venues

### 1. Online Application

Application with supporting documents should be submitted online via [www.scope.edu/eapp/PCSA](http://www.scope.edu/eapp/PCSA)

### 2. Paper Form

Please send the followings on or before the application deadline to

School of Continuing and Professional Education

2410, 2/F, Li Dak Sum Yip Yio Chin Academic Building (LI),

City University of Hong Kong, Tat Chee Avenue,

- the application form
- copies of certificates of the highest academic and professional qualification attained;
- RSO letter, if any and
- the original copy of ATM Advice or the deposit form of application fee payment of HK\$160 (Direct deposit or ATM transfer to CityU account at Hang Seng Bank: 293-318028-003)

The School of Continuing and Professional Education will make selection on the basis of the information provided in the application form (i.e. academic and professional qualifications and working experience). All applicants will be informed of the application results by mail or email.

An acknowledgement of application will be sent to applicants via email. Enquiries about your application status can be made by visiting our website: [www.scope.edu/trackstatus](http://www.scope.edu/trackstatus) seven working days after the submission of your application.

## Continuing Education Fund

This programme has been included in the list of reimbursable courses under Continuing Education Fund (CEF). Eligible applicants maybe reimbursed 80% of their course fees (for the 1st HK\$10,000 subsidy) and 60% of the course fee (for the 2nd HK\$10,000 subsidy), subject to a maximum sum of HK\$20,000, within 1 year upon successful completion of the reimbursable course(s) which commence on or after 1 April 2019.

**Enquiries :** 3142 2277

**Website :** [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef)

## Education Loan

Successful applicants are eligible to apply for the Extended Non-means Tested Loan Scheme (ENLS) administered by the Student Finance Office (SFO) of Hong Kong Government.

**Enquiries :** 2150 6223

**Website :** [www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo)

## Enquiries

**Tel** : 3442 7408 / 3442 7423

**E-mail :** [osh@scope.edu](mailto:osh@scope.edu)