

## Certified Approved Auditors of Cooling Tower System Risk Management Plans Information Sheet

Northern Melbourne Institute of TAFE in conjunction with the Department of Health has developed a training program that is a prerequisite to become a certified approved auditor of cooling tower system risk management plans.

The *Building Act 1993* requires that:

- a) the owner of land on which a cooling tower system is located takes all reasonable steps to ensure that a risk management plan (RMP) is developed for every cooling tower system on that land and
- b) the land owner takes all reasonable steps to ensure that an audit is conducted of the RMP each year.

The full training program consists of two modules

**Module A - Internal Quality Auditing (IQA)**

**Module B- Cooling Tower Auditors Course**

**NOTE:** Module A is a pre-requisite for acceptance into Module B as this module is only available to qualified internal auditors.

On completion of the both modules A and B, individuals can apply to the Department of Health for certification as an approved auditor. An application form is available at <http://www.health.vic.gov.au/environment/legionella/auditors.htm#training>.

There is no fee for application for certification as an approved auditor, other than costs associated with the NMIT training programs.

### 2010

Module A and Module B training programs will be offered during 2010 subject to demand.

The next scheduled course is as follows:

#### Internal Quality Auditing (IQA)

Module A

Thursday 18<sup>th</sup> and Friday 19<sup>th</sup> November 2010

9. am-4p.m

#### Cooling Tower Auditors Course

Module B

Wednesday, Thursday and Friday 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> November 2010

9. am-4pm

#### Location:

Building E, Room 313

Preston Campus of Northern Melbourne Institute of TAFE,  
77-91 St Georges Road, Preston (Melways 18 E12).

Please contact **Meagan Wood** on **9269 1481** for further enrolment or information about either training program. If you require further information about the risk management plan auditing, please visit <http://www.health.vic.gov.au/environment/legionella/auditors.htm#training> or contact the *Legionella* Program on 1800 248 898.

# Training Information

## Skills and Knowledge

Before being considered for certification as approved auditors, individuals will have to demonstrate skills and knowledge in the following areas:

- Quality concepts
- Auditing of documents
- The link between Legionella in cooling tower systems and Legionnaires' disease
- The design and terminology used in cooling tower systems
- Legal requirements of the various parties
- Cooling tower system risk management plans
- Audit approach and methodology.

Approved training in these areas is only available through NMIT and will be offered in two modules. Completion of both modules or demonstrated recognition of prior learning must be achieved before the Department of Health will consider an application for certification of an approved auditor.

### Module A: Internal Auditor Training Program

This is a two day training program designed to take participants through the elements of conducting an audit of documents. The cost of the two day Module A program is **\$550.00 (GST inclusive)**.

After completing Module A individuals will attain the equivalent qualification of an internal auditor.

### Module B: Cooling Tower Systems for Auditors Training Program

**Pre-requisites: Completion of Module A Internal Auditor Training Program or demonstrated equivalent**

This three day training program will cover issues such as:

- The link between Legionella in cooling tower systems and Legionnaires' disease
- Components of a cooling tower system
- Legal responsibilities of the stakeholders
- Risk management
- Audit approach, methodology, inspection of documentation and record keeping

The cost of the Module B is **\$850.00 (GST inclusive)** payable to NMIT.

Both modules will include an examination as part of the assessment.

Please contact **Meagan Wood** on **9269 1481** for further information about enrolment or the training program.

If you require further information about the risk management plan auditing, please visit <http://www.health.vic.gov.au/environment/legionella/auditors.htm#training> or contact the Legionella Program on 1800 248 898.

