



Information about the subject

Degree: Official Master's Degree in Integrated Management of Quality Systems, Environment and Occupational Health and Safety

Faculty: Faculty of Veterinary Medicine and Experimental Sciences

Code: 1890034 **Name:** Audits of Management Systems

Credits: 6,00 **ECTS Year:** 1 **Semester:** 2

Module: Theoretical

Subject Matter: Audits and Certification **Type:** Compulsory

Department:

Type of learning: Blended

Languages in which it is taught: Spanish

Lecturer/-s:



Module organization

Theoretical

Subject Matter	ECTS	Subject	ECTS	Year/semester
Integrated Management	15,00	Integrated Management	15,00	1/2
Quality management	6,00	Quality Management	6,00	1/2
Environmental Management	6,00	Environmental Management	6,00	1/2
Occupational Health and Safety Management	6,00	Management of Prevention of Occupational Risks	6,00	1/2
Audits and Certification	6,00	Audits of Management Systems	6,00	1/2

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Is able to plan an internal audit of a management system
- R2 Know the criteria and systematics for the Certification of a Management System
- R3 Prepare the necessary documents for the audit
- R4 Prepare the audit report
- R5 Communicate the audit findings to concerned parties



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB6	Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context			X	
CB7	That the students know how to apply the acquired knowledge and their problem-solving capacity in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study				X
CB8	That students be able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities		X		
CB9	That students know how to communicate their conclusions and the latest knowledge and reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way		X		
CB10	That students possess the learning skills to continue studying in a way that will be largely self-directed or autonomous			X	
GENERAL		Weighting			
		1	2	3	4
CB1	Know, use and apply information and communication technologies (ICT)		X		
CB2	Identify and apply, with criteria, the legal framework on environment and safety and health at work			X	
SPECIFIC		Weighting			
		1	2	3	4



CE4	Prepare, plan and execute management system audits, and prepare audit reports	x	
CE6	Know the minimum requirements of an Integrated Management System and the documents that are part of it, and be able to prepare, complete and document them correctly		x
CE9	Manage and coordinate the maintenance of the Integrated Management System	x	

Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4	5,00%	Carrying out virtual evaluations
R1, R2, R3, R4, R5	70,00%	Conducting in-person evaluations
R1, R2, R3, R4, R5	15,00%	Presentation of deliverable activities
R1, R2, R3, R4	10,00%	Attendance and participation in face-to-face sessions

Observations

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.



Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Exposure of contents by the teacher, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the classroom
- M2 Group work sessions under the supervision of the teacher/s of the subject. Study of real or fictitious systems management cases. Significant construction of knowledge through student interaction and activity. Critical analysis
- M4 Presentation of knowledge and conclusions by a group of students, in which interdisciplinary knowledge and social skills are developed
- M8 Set of tests, mainly written, used for the final evaluation of the student. The evaluation may consist of multiple-choice tests, developmental exercises or a combination of both
- M9 Set of written tests, test type, which are answered and corrected on the online platform
- M15 Group preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for presentation or delivery in theory classes, practical classes and/or small group tutorials
- M16 Student's study: individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or delivered in theory classes, practical classes and/or small group tutorials



IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
IN PERSON CLASSES M1	R1, R3	20,00	0,80
PRACTICAL CLASSES M2	R1, R2, R3, R4	5,00	0,20
GROUP WORK EXHIBITION M4	R1, R2, R3, R4, R5	3,00	0,12
FACE-TO-FACE ASSESSMENT M8	R1, R2, R3, R4, R5	2,00	0,08
TOTAL		30,00	1,20

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
VIRTUAL EVALUATION M9	R1, R2, R3, R4	5,00	0,20
VIRTUAL INDIVIDUAL COACHING M15	R1, R2, R3, R4	5,00	0,20
TEAMWORK M15	R1, R2, R3, R4, R5	60,00	2,40
INDIVIDUAL WORK M16	R1, R2, R3, R4	50,00	2,00
TOTAL		120,00	4,80



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
1. Audits methodology	Audits methodology
2. Audits	2.1. Quality systems audits 2.2. Environmental systems audits 2.3. Occupational health and safety systems audits
3. Accreditation and certification	Accreditation and certification
Exam	Exam

Organization of the practical activities:

Content	Place	Hours
PR1. Practical audit exercise	Lecture room	5,00

Temporary organization of learning:

Block of content	Number of sessions	Hours
1. Audits methodology	1,00	2,00
2. Audits	12,00	24,00
3. Accreditation and certification	1,00	2,00
Exam	1,00	2,00



References

- Poul Buch Jensen**. ISO 9000 Guía y comentarios. AENOR, Madrid 2001.
- John Marsh**. Herramientas para la mejora continua. AENOR, 2000.
- Huxtable, Neil**. Calidad total para pequeña y mediana empresa. Madrid: Turpial, 1998.
- Campanella, Jack**. Los costes de la calidad principios, implantación y uso. Madrid: AENOR, 2000. 250p. (TS156.C3e).
- Mills, David**. Manual de auditoría de la calidad. 2 ed. Barcelona: Gestión 2000, 1999. 238p. (TS156.M501e).
- Parsowith, B. Scott**. Principios básicos de las auditorías de la calidad. Madrid. Díaz de Santos, 1999. 179p. (TS156.P32e).
- Criterios del Instituto Nacional de Seguridad e Higiene en el Trabajo para la realización de las auditorías del sistema de prevención de riesgos laborales reguladas en el Capítulo V del Reglamento de los Servicios de Prevención.
- Guía técnica del Instituto Nacional de Seguridad e Higiene en el Trabajo para la integración de la prevención de riesgos laborales en el sistema de gestión de la empresa.
- NTP 556: Nivel de "salud" y calidad de la empresa: el modelo de auditoría EFQM actualizado.
- NTP 870: Excelencia empresarial y condiciones de trabajo: el modelo EFQM 2010.
- Manual de procedimientos de prevención de riesgos laborales. Guía de elaboración. INSHT.
- Alfonso, Salcedo, Rosat**, et al. Prevención de Riesgos Laborales, Instrumentos de aplicación. 2ª Edición. Tirant lo Blanch. Valencia. 2011.
- Guías de orientación para la aplicación de UNE-EN ISO 9001:2015. AENOR, 2015.



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☐ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: