



## **ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM TRAINING LEAD AUDITOR**

### **Who should attend?**

ISO 14001 Lead Auditor course is designed for anyone who wishes to audit an organization's ISO 14001:2015 Environmental Management System.

Anyone who desires an in-depth understanding of the ISO 14001:2015 Audit Process.

Every individual who needs to learn how to complete both internal and external audits, but specifically, this course would be beneficial for:

- ✓ Internal auditors
- ✓ HSEQ Consultants & professionals
- ✓ Environmentalists
- ✓ Quality managers
- ✓ Sustainability professionals
- ✓ Engineers
- ✓ Project managers and consultants
- ✓ Executives
- ✓ Environmental management representatives
- ✓ Environmental Regulators

This course will help you:

- ✓ Interpret the ISO 14001:2015 requirements
- ✓ Understand environmental terms and definitions
- ✓ View the ISO 14001:2015 requirements from an auditor's perspective
- ✓ Plan, manage, and schedule an audit program
- ✓ Identify, understand, and manage environmental aspects and impacts
- ✓ Provide critical knowledge for your management and staff on ISO 14001:2015
- ✓ Learn how to audit for ISO 14001:2015 and create effective documentation
- ✓ Qualify additional staff in the ISO 14001:2015 requirements
- ✓ Gain insight into the ISO 14001:2015 audit requirements to augment/sustain your existing program
- ✓ Gain knowledge to help manage a successful ISO implementation project

Course Duration: Five (5) Days Classroom face to face delivery.

### **ISO 14001:2015 Lead Auditor Examination**

Upon completion of classroom training, to get certified, delegates must pass the examination which, will be completed at the end of the final day of the course else the candidate will be issued a certificate of attendance.

Your Facility:

We can offer exceptional deals on in - house at our training facility and on - site (8 Delegates Minimum) training at a location of your choice for a number of your staff.



## **ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM TRAINING INTERNAL AUDITOR**

### Learning Objectives:

- ✓ Describe the ISO 14001 ENVIRONMENTAL Management System (EMS)-Requirements standard and development process
- ✓ Identify ISO 9000:2015 QMS terms ☐ Describe the intent and requirements of ISO 14001:2015
- ✓ Determine the evidence needed to demonstrate conformity to ISO 14001:2015
- ✓ Apply the process approach and Plan-Do-Check-Act (PDCA) methodology
- ✓ Evaluate documented information required by ISO 14001:2015 and the interrelationships between the environmental processes, environmental planning, policy, and objectives
- ✓ Apply the principles, processes, and methods of auditing
- ✓ Demonstrate the activities involved in preparing for an audit
- ✓ Determine an effective audit in the context of the auditee's organizational situation
- ✓ Apply effective audit skills and practice personal behaviors necessary for an effective and efficient conduct of a management system audit

**Who Should Attend:** Those responsible for planning and scheduling an internal audit program for ISO 14001:2015 and those who must perform audits to ISO 14001:2015, manufacturing, suppliers, managers, or anyone interested in conducting first-party, second-party, or third-party audits.

## **ISO 9001:2015 INTERNAL AUDITOR (QUALITY MANAGEMENT SYSTEM TRAINING)**

### Learning Objectives:

- ✓ Describe the ISO 9001 Quality Management System (QMS)-Requirements standard and development process
- ✓ Identify ISO 9000:2015 QMS terms
- ✓ Describe the intent and requirements of ISO 9001:2015
- ✓ Determine the evidence needed to demonstrate conformity to ISO 9001:2015 ☐ Apply the process approach and Plan-Do-Check-Act (PDCA) methodology
- ✓ Evaluate documented information required by ISO 9001:2015 and the interrelationships between the quality processes, quality planning, policy, and objectives
- ✓ Apply the principles, processes, and methods of auditing
- ✓ Demonstrate the activities involved in preparing for an audit
- ✓ Determine an effective audit in the context of the auditee's organizational situation
- ✓ Apply effective audit skills and practice personal behaviors necessary for an effective and efficient conduct of a management system audit

**Who Should Attend:** Those responsible for planning and scheduling an internal audit program for ISO 9001:2015 and those who must perform audits to ISO 9001:2015, manufacturing, suppliers, managers, or anyone interested in conducting first-party, second-party, or third-party audits.



## ISO 9001:2015 QMS LEAD AUDITOR COURSE (IRCA & CQI CERTIFIED COURSE)

### Course Introduction

This is a professional level course which outlines the fundamentals of auditing practice. The course has been developed as per CQI and IRCA requirements to nurture skills and Knowledge in the individuals for planning, conducting, and concluding a first, second or Third party auditing for Management systems based on ISO 9001:2015. The course has been designed in line with the requirements of ISO 19011 and ISO17021 for auditing Management systems

### Who Should Attend?

This CQI-IRCA certified ISO 9001:2015 Lead Auditor/Auditor course is designed for Quality Managers, Auditors, Consultants and other Individuals who want or need to:

- ✓ lead an organization to become ISO 9001:2015 certified
- ✓ audit Quality Management Systems (QMS) against ISO 9001:2015 requirements
- ✓ lead an audit team or become Third-Party Auditors
- ✓ add to your credibility with a widely accepted qualification
- ✓ satisfy the classroom part of the formal training requirement to achieve certification as a CQI-IRCA auditor
- ✓ Directors and members of Top Management
- ✓ Quality Professionals to gain worth in terms of certification and auditing skills
- ✓ Entrepreneurs starting a business or wishing to expand their existing business
- ✓ Businessmen who wish to increase their profit and revenue
- ✓ Fresh Graduate for better job prospective in any field
- ✓ Internal Auditors who wish to become external auditors for QMS

**Course Content** - Learning Objectives Delegates will be coached in the philosophy, structure and implementation of quality management systems, the requirements of the ISO 9000:2015 series of standards including ISO 9001:2015 Management System.

Audit role plays, individual and team practical exercises are used to enhance delegate learning and to prepare students for the different activities undertaken by auditors / lead auditors, such as producing visit plans, conducting assessments and producing assessment reports.

Case-studies are examined to prepare students for typical scenarios which often arise and to deal professionally with the stresses experienced during live auditing.

### Course Outline

The 5 day course has been designed to meet the CQI and IRCA requirement for certification of Lead Auditor based on ISO 9001:2015 QMS.

The course covers:-

- 1- Introduction to Auditing and important Audit terminologies

- 2- Requirements for planning the audits
- 3- Stage 1 (Desktop) Auditing
- 4- Planning for onsite Auditing
- 5- Desktop onsite Auditing
- 6- Onsite Audit Process including opening Meetings, Objective evidence collection, Communication during the audit
- 7- Audit Findings and grading the nonconformities
- 8- Audit conclusion including audit report preparation
- 9- Closing meeting and outcome of the audit
- 10- Corrective action plan and audit follow up

On completion, successful students will have the following knowledge and skills:

- ✓ A deep understanding of the ISO 9000:2015 series of standards along with the requirements of ISO 9001:2015, ISO 9004:2009 and of quality management systems.
- ✓ Understand and explain the role and responsibilities of an auditee/auditor / lead auditor to plan, conduct, report and follow up a 1st, 2nd and 3rd party audit
- ✓ Be able to plan, conduct, report and follow-up a 1st, 2nd and 3rd party audit.

## **ISO 45001:2018 (OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM) LEAD AUDITOR TRAINING COURSE**

The aim of this course is to provide students with the knowledge and skills required to perform first, second and third-party audits of Occupational Health and Safety Management System against ISO 45001:2018, in accordance with ISO 19011 and ISO/IEC 17021, all references to ISO standards are to the current versions.

### **Who should attend?**

- ✓ Anyone with the need to audit an organization's OH&S management system
- ✓ Those managing OHS responsible for obtaining certification to ISO 45001.
- ✓ Those who wish to register as an IRCA OHSMS auditor (additional requirements also apply).
- ✓ Senior managers involved in the outcome of OH&S audits.

### **OBJECTIVES**

By the end of this ISO 45001 Lead Auditor training course, delegates will be able to demonstrate achievement of the course learning objectives, which are to:

- ✓ To explain the purpose of an occupational health and safety management system, of occupational health and safety management system standards, of management system audit, of third-party certification, and the business benefits of improved performance of the occupational health and safety management system.
- ✓ To explain the role of an auditor to plan, conduct, report and follow up an occupational health and safety management system audit in accordance with ISO 19011 and ISO/IEC 17021, as appropriate.
- ✓ To plan, conduct, report and follow-up an audit of an occupational health and safety management system to establish conformity (or otherwise) with ISO 45001, and in accordance with ISO 19011 and ISO/IEC 17021 where appropriate.

On completion, successful students will have the following knowledge and skills:

- ✓ A deep understanding of the ISO 45001:2018 series of standards along with the requirements of ISO 45001:2018.
- ✓ Understand and explain the role and responsibilities of an auditee/auditor / lead auditor to plan, conduct, report and follow up a 1st, 2nd and 3rd party audit
- ✓ Be able to plan, conduct, report and follow-up a 1st, 2nd and 3rd party audit

## **ISO 22000 FOOD SAFETY MANAGEMENT SYSTEM LEAD AUDITOR TRAININGS**

### **Who should attend**

- ✓ Managers or consultants involved in Food Safety Management
- ✓ Expert advisors seeking to master the implementation of a Food Safety Management System
- ✓ Individuals responsible for maintaining conformance with ISO 22000 requirements
- ✓ FSMS team members

### **Learning objectives**

- ✓ Learn how to support an organization to effectively plan, implement, manage, monitor and maintain a FSMS
- ✓ Acknowledge the correlation between ISO 22000 and other standards and regulatory frameworks
- ✓ Learn how to interpret the ISO 22000 requirements in the specific context of an organization
- ✓ Master the concepts, approaches, standards, methods and techniques for the implementation and effective management of a FSMS
- ✓ Acquire the expertise to advise an organization in implementing Food Safety Management System best practices



**Prerequisites** A fundamental understanding of ISO 22000 and comprehensive knowledge of implementation principles

## **FIRST AID, CPR & EMERGENCY LIFE SUPPORT COURSE OUTLINE**

Duration: 1 Day

Introduction: To become a qualified emergency first aider, learners will have to have successfully passed at least a one day formal training course that is accredited through an awarding organisation (AO). The proposed course covers this requirement.

Modules

Module 1 – Introduction

Module 2 - Responsibilities of the first aider and Emergency Response

Module 3 - Assessing an incident

Module 4 - Managing an unresponsive casualty

Module 5 - The respiratory system

Module 6 - Wounds and bleeding

Module 7 - Shock

Module 8 - Seizures

Module 9 - Dealing with minor injuries

Module 10 – Use of AED

Module 11 – Other injuries



## **ADVANCED FIRE SAFETY COURSE OUTLINE**

Duration: 1 Day

Methodology: Classroom training with Audiovisuals and Hands on with Fire Extinguisher

By the end of the module learners will be able to:

- Outline the role of the employer with respect to fire safety in the workplace
- Outline the role of the responsible person with respect to fire safety matters
- Outline the role of the employee in respect to fire safety in the workplace
- List the possible consequences for failing to comply with fire safety standards.

Modules

1. Fire in the workplace

2. The basics of the theory of combustion 3. Fire safety standards

4. Products, classes, spread & control 5. Protecting people and property 6. Fire Risk Assessment

7. The duties and responsibilities of Fire Warden



## 8. Extinguishment of Fire

Assessment: Objective Assessment & Theory and Practical hands on

### **BASIC TRAINING CONFINED SPACE GENERAL INDUSTRY SAFETY**

This course will discuss the types of confined spaces a general industry employee may encounter, and the type of training needed to protect them from the hazards that may exist inside a confined space.

#### **Learning Objectives:**

- Confined Space Elements
- Types of Confined Spaces
- Hazardous Conditions
- Training Requirements
- Emergency Rescue

### **BASIC TRAINING CONFINED SPACES IN CONSTRUCTION SAFETY**

This course contains information on confined spaces in construction including safe entry procedures, the permit space program, duties and responsibilities, and best practices on a construction project.

#### **Learning Objectives:**

- Confined Space Definitions
- Elements of a Confined Space
- Permit Required Confined Spaces
- Employer Designations and Roles
- Emergency Rescue

### **BASIC TRAINING ELECTRICAL SAFETY FOR EMPLOYEES SAFETY**

This course provides an overview of basic electrical safety for employees exposed to electrical hazards. Electrical hazards, and how to properly mitigate them, are emphasized in this course.



## **Learning Objectives:**

- Electrical Safety
- Recognizing Hazards
- Protective Devices
- Best Work Practices
- Employee Training Requirements

## **BASIC TRAINING FALL PROTECTION SAFETY**

This course offers a basic introduction to safe practices related to fall protection and how to recognize, evaluate, and control fall hazards.

## **Learning Objectives:**

- Fall Protection Overview
- Types of Fall Protection
- Hazard Identification and Mitigation
- Equipment Selection, Inspection, and Maintenance

## **BASIC TRAINING HAND AND POWER TOOLS SAFETY**

Hand and power tools are used in just about every facet of the construction industry and can be very hazardous, causing severe injuries when used or maintained improperly. This course is designed to present to employees and employers a summary of the basic safety procedures and safeguards associated with hand and portable power tools.

## **Learning Objectives:**

- Types of Hand and Power Tools
- Hand Tool Safety
- Selecting the Right Tool
- Nail Gun Safety
- Tool Replacement and Storage





### **BASIC TRAINING HOUSEKEEPING SAFETY**

This course discusses housekeeping safety for housekeeping and janitorial employees who are employed in workplaces, such as schools, hospitals, hotels, restaurants and manufacturing plants. This course will discuss potential health risks from hazardous chemicals and how to choose and store cleaning products safely.

#### **Learning Objectives:**

- Safe Work Practices
- Chemical Hazards
- Employer Responsibilities
- Safety Data Sheets
- Employee Training

### **BASIC TRAINING INCIDENT INVESTIGATION SAFETY**

This course is an introduction of the basic steps in an effective incident investigation that will help you to accurately determine the facts, understand injury analysis, surface-cause analysis, and root-cause analysis. For employees needing a more in-depth look into incident analysis, students should enroll in our Safety Auditor Certificate Course.

#### **Learning Objectives:**

- Purpose of Incident Investigation
- Documenting the Scene
- Determining Root Cause
- Leading the Investigation
- Conducting Interviews

### **BASIC TRAINING INDUSTRIAL HYGIENE SAFETY**

This course serves as an introduction to how industrial hygienists use environmental monitoring and analytical methods to detect the extent of health hazards and worker exposure to those hazards in the workplace and recommend solutions to mitigate those hazards and exposures.



## **Learning Objectives:**

- Industrial Hygiene Definition
- Role of Industrial Hygienist
- Worksite Analysis
- Types of Hazards
- Hazard Mitigation

### **BASIC TRAINING LOCKOUT TAGOUT SAFETY**

This course discusses how lockout/tagout programs work and the different roles workers must play to make them successful. Students will learn to identify the importance of proper lockout/tagout procedures, what workers are authorized to perform those procedures, lock and tag systems used for lockout/tagout, and the special provisions of lockout/tagout programs.

## **Learning Objectives:**

- Lockout/Tagout Devices
- Lockout/Tagout Procedures
- Group Lockout Procedures
- Lock Removal Procedures
- Lockout Device Criteria

### **BASIC TRAINING MACHINE GUARDING SAFETY**

This course introduces students to the basic concepts and principles for machine safeguarding as described by OSHA in 1910 Subpart O, Machinery and Machine Guarding. The focus of this course is on the hazardous motions and actions that contribute to different machine-related accidents, and the safeguards used to help prevent those accidents.



### **Learning Objectives:**

- Hazardous Motions
- Hazardous Actions
- Guards and Devices
- Training
- Feeding and Injection Methods

### **BASIC TRAINING MANAGING WORKPLACE STRESS FATIGUE SAFETY**

Stress and fatigue can have a big impact on your work environment. This course highlights the causes of stress at work and outlines steps an employer can take to help prevent job stress.

### **Learning Objectives:**

- Job Stress Causes
- Impact of Stress and Fatigue
- Preventing Stress and Fatigue
- Stress and Fatigue Prevention Programs
- Best Practices for Preventing Stress and Fatigue

### **BASIC TRAINING OSHA RECORDKEEPING SAFETY**

Employers are required to record and report work-related fatalities, injuries and illnesses. This course is an introduction to the requirements of 29 CFR 1904, Recordkeeping and Reporting, for recording injuries and illnesses on the OSHA 300 Log and the OSHA 300-A Summary.

### **Learning Objectives:**

- Employer and Employee Responsibilities
- Determining Work-Relatedness
- General and Additional Recording Criteria
- Forms Maintenance

### **BASIC TRAINING PERSONAL FALL PROTECTION SYSTEMS SUBPART I SAFETY**



This course offers a basic introduction to safe practices related to fall protection and how to recognize, evaluate, and control fall hazards.

### **Learning Objectives:**

- Fall Protection Overview
- Types of Fall Protection
- Hazard Identification and Mitigation
- Equipment Selection, Inspection, and Maintenance

### **BASIC TRAINING PERSONAL PROTECTIVE EQUIPMENT SAFETY**

This course provides information on using personal protective equipment to effectively protect workers from being exposed to workplace hazards. Hazards exist in every workplace, so it is important to properly select, use, maintain, clean, and store PPE to ensure employee protection.

### **Learning Objectives:**

- PPE General Requirements
- PPE Categories
- Training Requirements
- Respiratory Protection
- Hand, Head, and Foot Protection
- Electrical Protective Equipment

### **BASIC TRAINING PREVENTING WORKPLACE VIOLENCE SAFETY**

This course provides recommendations on steps to consider in developing a workplace violence prevention program to reduce the hazards of workplace violence. Also covered in this course are various workplace violence topics, including initial assessment, training, reporting and investigation, post-incident follow-up, and program evaluation.



### **Learning Objectives:**

- Defining Workplace Violence
- Warning Signs
- Prevention Methods
- Incident Investigation and Reporting
- Policy and Procedure

### **BASIC TRAINING PROCESS SAFETY MANAGEMENT SAFETY**

The major purpose of process safety management (PSM) of highly hazardous chemicals is to prevent unwanted released of hazardous chemicals, especially into locations that could expose employees and others to serious hazards. This course is intended to introduce students to the basic requirements in the PSM standard, the need for process safety, and the tools used to implement process safety management systems. It covers the elements required by the standard and some of the tools used to address process safety requirements, identify hazards, and manage risks.

### **Learning Objectives:**

- Process Safety Management Standard
- Application of PSM
- Operating Procedures
- Employee Participation
- Employer and Contractor Responsibilities

### **BASIC TRAINING WALKING WORKING SURFACES SAFETY**

This course offers a basic introduction to safe practices related to walking and working surfaces such as maintaining a clean workplace, providing safe access to and egress from any horizontal or vertical surface on or through which a person walks, works, or gains access to a workplace location.

### **Learning Objectives:**

- Housekeeping
- Access and Egress
- Defining Openings and Holes
- Falls from Same Level



- Guardrail and Handrail Requirements

### **BEHAVIOR BASED SAFETY (BBS)**

This is an intensive independent study course that gives you a comprehensive understanding of workplace safety and teaches you how to manage safety in your workplace. This course discusses all of the primary facets of workplace safety and how they interrelate. Included is the latest advancement in workplace safety - Behavior-Based Safety. Behavior-Based Safety is based on the proven principles of Organizational Behavior Management. The required amount of time to complete the course is dependent upon your knowledge of workplace safety. You have up to six months to complete the course.

#### **Learning Objectives:**

- Means of understanding and managing workplace safety
- Proper development of the Behavior Based Safety model of workplace safety
- Ways to overcome Resistance to Change
- Increasing positive behaviors and continuous improvement

