

DAY 1

Management Systems

- Class Discussion on Delegates' current Knowledge and Understanding of ISO 9001, ISO 14001 and ISO 45001
- Origins and Aims of Management Systems
- Introduction to ISO 9001 and Quality Systems
- Meaning & Content of ISO 9001
- Clauses of ISO 9001

DAY 2

Environmental Management

- Relating the Clauses of ISO 9001 to An Organization
- Principles & Purposes of Environmental Management
- Meaning & Content of ISO 14001
- Clauses of ISO 14001
- Relating Clauses of ISO 14001 to An Organization

DAY 3

Occupational Health & Safety Management and Management System Auditing

- Principles & Purposes of Occupational Health & Safety Management
- Differences between OHSAS 18001 and ISO 45001
- Introduction to Auditing
- Auditing 9001, 14001 and 45001 Together
- Typical Management System Documentation
- Planning the Audit & Checklist Preparation
- Opening Meetings

DAY 4

Auditing in Practice

- Conducting the Audit
- Assessing Real Audit Scenarios

- Common Non-conformances
- Identifying and Classifying Non-conformance
- Writing Non-conformance (deficiency) Statements

DAY 5

After the Audit

- Closing Meetings
- Audit Reporting, Corrective Action and Follow-up
- Corrective Action Preparation & Feedback
- Preparation to Present a Closing Meeting
- Presentation of Closing Meeting Feedback