

Module 1: Understanding, Developing & Maintaining Oil & Gas Industry Quality Management Systems

DAY 1

Quality Management Systems (QMS)

- Origins of ISO/TC 29001:2010 and ISO9001:2015
- Aims & purposes of ISO/TC 29001:2010 and 9001:2015 QMS international standards
- Quality management system requirements
- Documentation in the quality management system (QMS)
- Certification requirements and processes

DAY 2

Details of the ISO Standards

- Terminology and definitions
- Clause by clause interpretation of ISO/TC 29001:2010, and exercises
- Clause by clause interpretation of ISO 9001:2015, and exercises
- Proportionality to risks

DAY 3

Implementing & Managing a QMS

- Top management responsibilities
- Planning the implementation project
- Applicable project management principles & tools in building an effective QMS
- Determination of scope
- Objectives of the QMS
- Quality policies

DAY 4

QMS Documentation

- Determination of required processes & procedures
- Developing sound & effective procedures
- Quality control processes & procedures

- Developing training material for internal auditors & general staff awareness
- Exercises

DAY 5

Measuring & Monitoring

- Monitoring techniques
- Preparing for certification
- Internal audit
- Management review

Module 2: Auditing Oil & Gas Industry Quality Management Systems

DAY 6

Quality Management System (QMS) Audit

- ISO 29001:2010 and 9001:2015 QMS international standards
- Review of 29001 clauses 4-8 and 9001 clause 9 Internal audit requirements
- Quality system requirements
- Types and levels of QMS internal audits
- Documentation in the Quality Management System (QMS)
- Roles and responsibility of auditors

DAY 7

Audit Preparation and Setup

- Terminology and definitions
- Audit concepts and principles
- Planning and conducting effective audits
- Producing audit programme and procedure
- Audit terms of reference
- Interview and note-taking skills

DAY 8

Conducting an Internal Audit

- Internal audit process
- Creation of effective audit checklists
- Communications during audit
- QMS documentation review
- Key personnel interviews
- Physical site observation

DAY 9

Preparing Audit Report

- Review of non-conformities and observations
- Audit findings and conclusions
- Preparation of internal audit report
- Corrective action plan
- Presentation of audit report
- Monitoring and close-out of non-conformities

DAY 10

Review of Internal Audit Process & Assessment

- Review of internal audit process
- Review of internal audit reporting