

DAY 1

Introduction to QMS Quality Management Systems

- Quality Management and ISO 9000 Series
- Quality Systems Certification
- ISO 9001:2017 in Detail
- 1st, 2nd and 3rd Party Audits
- Auditing Theory and Practice
- ISO 19011 Guidelines for Auditing Quality Systems
- The Assessment Process
- How to Conduct Opening and Closing Meetings
- Effective Assessment and Audit Planning
- Audit Team Selection

DAY 2

Introduction to QMS Quality Management Systems [Continued]

- Development and use of Audit Check Lists
- Searching for Evidence of Compliance
- Psychology of Audit and Assessment
- Recording and Reporting Audit Results
- Writing Non-Conformity Statements and Audit Report Writing
- Evaluating Audit and Assessment Results
- Audit Close-Out, Follow-Up and Surveillance
- Roles and Responsibilities

DAY 3

Introduction to ISO 14001 : 2015 Environmental Management System

- The Background and General Introduction to Environmental Issues
- The Challenge of Sustainable Development and Strategic Business Drivers
- The Background to Development of the EMS and the Current Status of 14001
- Key Elements of the EMS Standard and its Relation to ISO 9001
- Types of Environmental Audits and Assessments including technical, functional and management systems and relevant terminology and jargon

- Environmental Legislation (UAE) relevant to Pollution Control via emissions to air, discharge to water and disposal to Land
- Determination of Environmental Aspects and Methodologies for Establishing Significant Impacts
- Management Control over Operations and Monitoring of Performance

DAY 4

Transition to ISO 45001:2018 Occupational Health and Safety Management System

- The Background and General Introduction to OHS Developments of 45001
- ISO 45001:2018 Series of Requirements and Changes
- OHS Legislation and Policy (UAE)
- OHS Planning and Management Systems
- OHS Implementation and Control
- Determination of Hazard Aspects
- Checking and Corrective Action
- Methodologies for Establishing Effective Implementation
- Audit Purpose
- Difference between the Management System Standards

DAY 5

Integrated Management Systems Concepts [IMS]

- IMS Concept, Definition and Documentations
- Integration of System Documentation
- Methodology Audit Skills of IMS Audit and Compliance
- Selection of IMS Auditors
- IMS Auditing (*including preparation and reporting*)
- Benefits of IMS
- Course Review