

€ TRAINING

Management Systems Auditor Training





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Introduction:

This training course on the Management Systems Auditor training seminar will give attendees a thorough in-depth knowledge of the International ISO management system standards on quality ISO 9001:2015, environment ISO 14001:2015, and occupational health and safety ISO 45001:2018.

Attendees will be given a detailed understanding of how to audit both supplier companies and their own organization. The emphasis on the results of auditing will be a focus for delegates to assist their own organizations in achieving improved performance in their businesses in the three given areas of quality, environment, and health and safety, leading to improved profitability.

This Management Systems Auditor training course is designed to involve all course delegates with a substantial number of team learning exercises.

Course Objectives:

At the end of this course the participants will be able to:

- Understand all ISO 9001, ISO 14001, and ISO 45001 clauses and sub-clauses
- Be able to explain to colleagues any detail of ISO 9001, ISO 14001, and ISO 45001
- Plan, conduct, and report management system audits
- Be a driving force in an organization's improvement processes

Targeted Audience:

- Senior Managers
- Operations Managers
- Quality, Environmental and Health, and Safety Managers
- Junior Quality, Environmental and Health, and Safety Staff
- Purchasing Managers
- All Staff involved in receiving third-party certification auditors

Course Outlines:

Unit 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

Unit 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

Unit 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

Unit 4: Auditing in Practice:

- Conducting the Audit
- Assessing Real Audit Scenarios
- Common Non-conformances
- Identifying and Classifying Non-conformance
- Writing Non-conformance deficiency Statements

Unit 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