Management Systems Auditor Training

INTRODUCTION

- This training course on Management Systems Auditor training course 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 organisation. The emphasis on the results of auditing will be a focus for delegates to assist their own organisations 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.

This training course will highlight:

- Understanding of the latest versions of ISO 9001, ISO 14001 and ISO 45001
- Audit planning
- Audit performance to focus on business risk areas
- Audit reporting focussing on added value to delegates' businesses
- Organisational improvement techniques

OBJECTIVES

This training course is intended to give delegates the ability 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 organisation's improvement processes

TRAINING METHODOLOGY

This Management Systems Auditor training course is based on the concept accelerated learning. This means that there will be:

- Class lectures with delegates encouraged to take part in discussions and sharing their experience
- followed by,
- Team exercises to test and consolidate delegates' understanding of the presented topics

ORGANISATIONAL IMPACT

The organisation will gain precise knowledge in how to improve:

- Operational Performance
- Environmental Performance
- Health and Safety Performance

PERSONAL IMPACT

- Understanding good management practice in quality, environment and health and safety
- Passing on best practice knowledge to staff they meet during audits
- Documenting and presenting to management observations and concerns in a concise manner so that improvement can be ascertained
- Advising their own organisation in improvement in quality, environment and health and safety
- Advising supplier organisations in improvement in quality, environment and health and safety
- Gaining knowledge of parts of their organisation that they would not normally see, thus offering themselves a greater flexibility to take on responsibilities in a wider range of departments

WHO SHOULD ATTEND?

This training course is suitable for a wide range of professionals but will greatly benefit:

- Senior Managers keen to see how to initiate improvement and increased profitability in operations and improvement in environment and health and safety
- Operations' Managers needing to gain an understanding of enhanced control and departmental improvements
- Younger Professionals wishing to gain a detailed knowledge of ALL areas of their organisation and the potential for improvement (auditing will take them to departments and activities which they would not normally see)
- Quality, Environmental and Health and Safety Managers wishing to enhance their knowledge of how to better manage their specialty staff and departments
- Junior Quality, Environmental and Health and Safety Staff needing to gain a better understanding of the principles and detail of management system standards and the beneficial impact these can have on an organisation
- Purchasing Managers who need to assess suppliers for consistency and good performance (by auditing)

Course Outline

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

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

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

Auditing in Practice

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

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