



**ISO 9001, ISO 14001 & OHSAS 18001 INTEGRATED
MANAGEMENT SYSTEMS INTERNAL AUDITOR
TRAINING COURSE
2-DAY PROGRAMME**

Notes for Candidates:

1. To ensure an effective & efficient training, the course itself has a number of time allocations for specific chapters. The training should be conducted in strict adherence to the planned training timetable.

Use of mobile phones, pagers etc, which could disrupt the course, is forbidden during the course.

2. To ensure full understanding of the course, candidates should study ISO 9001, ISO 14001 & OHSAS 18001 Standard before attending the course.

3. Candidates will be assessed continuously by our tutors over the three days & must pass this assessment before the candidate is allowed to sit for the written examination.

Poor time keeping during the course shall be taken into account during the continuous assessment.

4. The second part of the assessment involves a written examination of one and a half hours. The pass mark is 70%. The only **reference material** allowable during the examination is the standard **ISO 9001, ISO 14001, OHSAS 18001** & the **course notes** provided by IQCS Certification and any **personal notes** made by delegates during the course and a **dictionary** may be used during the examination.

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Course Objectives

By the end of this Integrated System Internal Auditor Training Course, delegates who achieved successful completion should be able to :

1. Understand the content, interrelationships and interpreting accurately the requirements of the 3 standards (ISO 9001, ISO 14001 & OHSAS 18001) in the IMS model.
2. Describe and explain the benefits and the overview of IMS model.
3. Application of appropriate techniques, tools and strategies for the implementation of Integrated Management System.
4. Understand the 8 Quality Management Principles for QMS model & other ISO models.
5. Application of the principles and techniques available for the Environmental Aspect and Impact assessment & the applicable environmental laws.
6. Application of hazard & risk assessment techniques & the applicable health & safety legislation.
7. Awareness & implementation of Emergency preparedness & response.
8. Plan and conduct a “Process Approach” audit to enable effective IMS audit.
9. Application of new audit theme “ Audit For Continual Improvement” to add “value” to the IMS Model.
10. Follow-up activities such as closing of CARS and verification of Continual Improvement Action Plans.

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Day 1 (0830-1730)

- 0830 – 0930** Chapter 1: Overview of the QMS, EMS, OHSAS & IMS Model and its benefits
- An important Mapping Process For IMS Model Development
- 0930 – 1015** Chapter 2: Interpretations & Comparisons between
ISO 9001, ISO 14001 & OHSAS 18001
-An Important Mapping Process For IMS Model Development
- 1015 – 1030** Refreshment Break
- 1030 - 1200** Chapter 2: Interpretations & Comparisons between
ISO 9001, ISO 14001 & OHSAS 18001 (Part 1)
-An Important Mapping Process For IMS Model Development
- 1200 - 1230** Syndicate Exercise 1: Interpreting and applying the
ISO 9001, ISO 14001 & OHSAS 18001 Requirements (Part 1)
- 1230 - 1330** Lunch Break
- 1330 – 1515** Chapter 2: Interpretations & Comparisons between
ISO 9001, ISO 14001 & OHSAS 18001 (Part 2)
-An Important Mapping Process For IMS Model Development
- 1515 – 1530** Refreshment Break
- 1530 - 1730** Syndicate Exercise 1: Interpreting and applying the
ISO 9001, ISO 14001 & OHSAS 18001 Requirements (Part 2)

The above programme may vary as the training progresses

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Day 2 (0830-1730)

- 0830 – 0930 Chapter 3: Environmental Aspects & Impacts**
- An Essential Mechanism to Determine Significant Environmental Impacts
- 0930 - 1015 Chapter 4 – Hazard Identification & Risk Assessment**
- An Essential Mechanism to Assess Risk
- 1015 – 1030 Refreshment Break**
- 1030 – 1230 Chapter 5: Planning & Conducting “Process Approach” Audit – Responsibilities & Activities**
- An Enabler to Ensure an Effective IMS Audit
- 1230 – 1330 Lunch Break**
- 1330 – 1430 Chapter 6: Audit Checklists**
- An Effective Audit Tool to Enable “Process Approach” in IMS Audit
- 1430 – 1515 Chapter 7: CAR & Audit Reporting**
- An Important Audit Tool to Report Effectiveness of IMS
- 1515 – 1530 Refreshment Break**
- 1530 – 1730 Syndicate Exercise 2: CAR & Audit Reporting**
- Case Study

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