



Arabian Institute For Training

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# Implementation of Quality, Environmental and Health & Safety Management Systems

## INTRODUCTION

- This Implementation of Quality, Environmental and Health & Safety Management Systems training seminar introduces the principles of Quality, Health & Safety and Environmental (QHSE) Management Systems and how the three (3) respective standards of ISO 9001, ISO 14001 and ISO 45001 can be implemented. What is an integrated management system? An integrated business management system focuses on competitive advantage, employing common processes to efficiently manage and optimize performance.
- This 5-day workshop focuses on the integration of the standards. The intent is not to teach the “shalls” of each standard, but rather to understand how the requirements and clauses are integrated and their impact on audit systems and the auditing process. Other topics include audit systems, the auditing process and auditing instruments; the documentation process; conducting an audit; writing an audit report; and taking corrective action.
- Internal audits are fundamental to all management systems as they are a means to establish status of conformity. This Implementation of Quality, Environmental and Health & Safety Management Systems training course advocates an integrated approach to minimize disruptions to operations, as well as a process risk and performance-based approach that is especially helpful in identifying weak links between processes and opportunities for improvement.

### Key highlights of this training course are:

- Background to the standards and the benefits
- Key elements
- Implementation of the Management Systems
- The roles and responsibilities of the individuals concerned
- Tools and techniques for identifying and resolving issues

## OBJECTIVES

- The competencies necessary to conduct an Integrated Management Systems (IMS) audit based on the Management System Standards i.e. ISO 9001, ISO 14001 and the new ISO 45001:2018
  - Knowledge and practical skills necessary to conduct an integrated process-based audit
  - An understanding of auditing protocols and practice based on ISO 19011
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## **TRAINING METHODOLOGY**

- This Implementation of Quality, Environmental and Health & Safety Management Systems training course uses a range of approaches to learning, including experiential group activities, individual exercises, mini-case studies, and role plays. A key part of the learning process is sharing the differing experiences participants bring, as well as experimenting with some new techniques.

## **ORGANISATIONAL IMPACT**

- Much better time and resource allocation - leading to better organizational and individual performance
- Use of a well proven process which is recognized internationally
- More effective implementation of existing systems
- Introduction of new processes to improve efficiency in addition to the professional development of staff, the organization should be able to prioritize resources to demonstrate that process risks are adequately controlled

## **PERSONAL IMPACT**

- Increased career flexibility
  - Accelerated problem resolution for all QHSE management systems related issues
  - Far greater motivation and pro-activity
  - Exposed to a range of perspectives on quality, health, safety and environment by sharing examples of best practice and together solving real and simulated team performance issues
  - Practice new and sometimes challenging techniques will build flexibility and confidence in harnessing the power of the team
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## WHO SHOULD ATTEND?

- This Implementation of Quality, Environmental and Health & Safety Management Systems training is ideal for individuals who have been involved in the development and/or implementation of their organizations' integrated management systems and would like to proceed further into assessment of their system.
- It is suitable for all functions and levels, whether new to auditing, or would like to understand the integrated or process-approach to auditing.

### This includes:

- Quality Assurance Managers
- Environmental Managers
- Health Safety Managers
- General Managers
- ISO 9001 / ISO 14001 / ISO 45001 Implementation Team Members
- Safety Officers
- Quality Directors
- Regulatory Affairs Managers
- Management Representatives
- Internal Auditors

## Course Outline

### 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

### 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
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## 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

## 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

## 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
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