



**Integrated Management System –  
(ISO 9001, ISO 14001 & ISO 45001) Lead Auditor (QMS761, EM791 & OH916)**

Course Outline

*updated as on 9 Sept 2019*

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<b>Aim:</b>	To provide auditors with the necessary knowledge and skills to competently conduct third party assessments for integrated management systems.
<b>Options:</b>	This course includes modules AU, QM, EM, OH-45001 & TL (Exemplar Global TPECS). Recognition of prior learning will be awarded for Modules AU & TL if they have been completed within the previous three years.
<b>Pre-requisites</b>	Nil
<b>Length:</b>	5 days (40 hours)
<b>Course Fee:</b>	SGD 3,500
<b>Course Date:</b>	25, 26, 27 Nov 2019, 2 & 3 Dec 2019
<b>Venue :</b>	To be confirmed
<b>SDU Point: (SISO)</b>	40
<b>Standards:</b>	ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018
<b>Certification:</b>	Exemplar Global TPECS Certified Training Provider (QM761, EM791 & OH916).
<b>Scope:</b>	This Course is in module format such that the first day provides an introduction to auditing management systems and the skills required for auditing (Module AU) and those extra responsibilities of a Lead Auditor (Module TL). The subsequent three days focus on ISO 9001, ISO 14001, ISO 45001 in detail, respectively (Modules QM, EM & OH-45001). The fifth day comprises of the mock lead audit and written examination.
<b>Who shall Attend:</b>	Certification auditors, Internal auditor, QEHS manager / Executive, QEHS Engineer, etc.
<b>How will I benefit:</b>	<ul style="list-style-type: none"><li>• Identify the aims and benefits of ISO 9001 / ISO 14001 / ISO 45001 audit</li><li>• Interpret ISO 9001 / ISO 14001 / ISO 45001 requirements for audit application</li><li>• Plan, conduct and follow up auditing activities that add value</li></ul>

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**Day 1:**

**Module AU – ‘Management Systems Auditing’**

- continual improvement & standards
- audit process & communication skills
- roles, responsibilities and skills of an auditor
- ISO 19011 & ISO 17021 requirements
- Planning audits & reviewing documentation
- Audit reports and corrective action
- Auditing techniques
- process based auditing and sampling.
- role play – dummy internal audit.

**Module TL – ‘Leading Management Systems Audit Teams’**

- certification process
- lead auditor skills, abilities and Code of Conduct
- legal/ethical aspects of auditing.

**Day 3:**

**Modules QM, EM & OH – ‘Auditing Quality, Environmental & Safety Management Systems’ cont.**

- ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 in detail
- new Higher Level Structure (Annex SL).

**Day 5:**

- External Audit Role Play
- course summary
- written examination.

**Examination:** Participants are competently assessed during activities throughout the Course, including a role play external audit during the afternoon of Day 4 and through a written examination on the afternoon of the final day. All participants on the Course receive a Certificate of Attendance. Those who are deemed ‘competent’ after the examination shall receive a Certificate of Attainment in lieu and automatically qualifies as a Provisional Auditor with Exemplar Global.

**Day 2:**

**Modules QM, EM & OH-45001– ‘Auditing Quality, Environmental & Safety Management Systems’**

- quality, environmental & safety management system principles
- Initial Environmental Review & risk assessment
- ISO 9001:2015 & ISO 14001:2015 in detail.

**Day 4:**

**Modules QM, EM & OH – ‘Auditing Quality, Environmental & Safety Management Systems’ cont.**

- workplace safety
- Initial Safety Review & risk assessment
- new ISO 45001:2018.



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**Course Registration Form**

Company Name:	
Company Address:	
Contact Person:	
Designation:	
Contact Number:	
Email:	

**Participants' Details**

S/no.	Name of Participants	Designation	Meal Preference
1			Muslim / Vegetarian / others :
2			Muslim / Vegetarian / others :
3			Muslim / Vegetarian / others :

**Terms and Conditions**

Registration : Confirm of registration will only be accepted upon receiving course enrolment application and declaration form. Training course fee must be paid in full at least 10 working days before the course start dates

Payment : All Cheques should be made payable to "Quality@Works Management Systems Pte Ltd".  
All Cheques can be mail to 21 Bukit Batok Crescent #28-72 WCEGA Tower Singapore 658065

Refund : There will be no cancellation after registration is confirmed. If a participant registers for a training/seminar and fails to attend, no refund can be claimed.  
Participants can ask for replacement of another person or attend future of the same value.

**Declaration: I hereby declares that the information supplied in this application are true and correct to the best of my knowledge**

Company Stamp  
(if applicable)

Name & Signature  
(Company Representative or  
Applicant Name)

Date

**QUALITY@WORKS Management Systems Pte. Ltd.**

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