SHEQ Training Courses

Module One

ISO 9001-2015 - Quality Management Systems Requirements

Target Group

Quality Managers; Representatives; Auditors and personnel involved in the Design; Implementation and Auditing of Quality Management Systems

Outcome

The one-day course was designed and developed to assist companies with the transition from the old to the new standard. This comprehensive course will assist your company with the process of implementation of the changes within your business and provide personnel with the skills and knowledge to ensure a smooth transition process when performing the necessary updates.

Contents

- 4 *Context of the organization*
- 4.1 *Understanding the organization and its context*
- 4.2 *Understanding the needs and expectations of interested parties*
- 4.3 *Determining the scope of the quality management system*
- 4.4 *Quality management system*
- 5 *Leadership*
- 5.1 *Leadership and commitment*
- 5.2 *Quality policy*
- 5.3 *Organizational roles, responsibilities and authorities*
- 6 *Planning*
- 6.1 *Actions to address risks and opportunities*
- 6.2 *Quality objectives and planning to achieve them*
- 6.3 Planning of changes
- 7 *Support*
- 7.1 *Resources*
- 7.2 *Competence*
- 7.3 *Awareness*
- 7.4 *Communication*
- 7.5 *Documented information*
- 8 *Operation*
- 8.1 *Operational planning and control*
- 8.2 Determination of market needs and interactions with customers
- 8.3 Operational planning process
- 8.4 Control of external provision of goods and services
- 8.5 Development of goods and services
- 8.6 Production of goods and provision of services
- 8.7 Release of goods and services
- 8.8 Nonconforming goods and services
- 9 *Performance evaluation*
- 9.1 *Monitoring, measurement, analysis and evaluation*
- 9.2 *Internal Audit*
- 9.3 *Management review*
- 10 Continual *improvement*
- 10.1 *Nonconformity and corrective action*
- 10.2 *Improvement*

Module Two:

ISO 14001: 2015 - Environmental Management Systems Requirements

Target Group

Environmental Managers; Representatives; Auditors and personnel involved in the Design; Implementation and Auditing of Environmental Management Systems

Outcome

The one-day course was designed and developed to assist companies with the transition from the old to the new standard. This comprehensive course will assist your company with the process of implementation of the changes within your business and provide personnel with the skills and knowledge to ensure a smooth transition process when performing the necessary updates.

Contents

- 4 *Context of the organization*
- 4.1 *Understanding the organization and its context*
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Determining the scope of the environmental management system
- 4.4 Environmental management system
- 5 Leadership
- 5.1 Leadership and commitment
- 5.2 Policy
- 5.3 Organization roles, responsibilities and authorities
- 6 Planning
- 6.1 Actions to address risks and opportunities
- 6.1.1 General
- 6.1.2 Environmental aspects
- 6.1.3 Legal requirements and voluntary obligations
- 6.2 Environmental objectives and planning to achieve them
- 6.2.1 Environmental objectives
- 6.2.2 Environmental improvement programmes
- 7 Support
- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4 Communication
- 7.4.1 General
- 7.4.2 Internal communication
- 7.4.3 External communication and reporting
- 7.5 Documented information
- 7.5.1 General
- 7.5.2 Creating and updating
- 7.5.3 Control of documented information
- 8 Operation
- 8.1 Operational planning and control
- 8.2 Value chain planning and control
- 8.3 Emergency preparedness and response
- 9 Performance evaluation
- 9.1 Monitoring, measurement, analysis and evaluation
- 9.1.1 General
- 9.1.2 Evaluation of compliance
- 9.2 Internal audit
- 9.3 Management review
- 10 Improvement
- 10.1 Nonconformity and corrective action
- 10.2 Continual improvement

Module Three

ISO 19011:2018 - Guidelines for auditing management systems

Target Group

SHEQ Managers; Representatives; Auditors and personnel involved in the Design; Implementation and Auditing of SHEQ Management Systems

Outcome

This one-day course was designed and developed to qualify internal auditors based on the standard.

Contents

5 Managing an audit programme
5.1 General
5.2 Establishing the audit programme objectives
5.3 Establishing the audit programme
5.4 Implementing the audit programme
5.5 Monitoring the audit programme
5.6 Reviewing and improving the audit programme
6 Performing an audit
6.1 General
6.2 Initiating the audit
6.3 Preparing audit activities
6.4 Conducting the audit activities
6.5 Preparing and distributing the audit report
6.6 Completing the audit
6.7 Conducting audit follow-up
7 Competence and evaluation of auditors
7.1 General
7.2 Determining auditor competence to fulfil the needs of the audit programme
7.3 Establishing the auditor evaluation criteria
7.4 Selecting the appropriate auditor evaluation method
7.5 Conducting auditor evaluation
7.6 Maintaining and improving auditor competence

Module Four

ISO 45001: 2018 - Occupational health and safety management systems

Target Group

Occupational Health and Safety Managers; Representatives; Auditors and personnel involved in the Design; Implementation and Auditing of Occupational Health and Safety Managers Management Systems

Outcome

This one-day course was designed and developed to assist companies with the transition from the old to the new standard. This comprehensive course will assist your company with the process of implementation of the changes within your business and provide personnel with the skills and knowledge to ensure a smooth transition process when performing the necessary updates.

Contents

- 4 *Context of the organization*
- 4.1 *Understanding the organization and its context*
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Determining the scope of the environmental management system
- 4.4 Occupational Health and Safety Management system
- 5 Leadership
- 5.1 Leadership and commitment
- 5.2 Policy
- 5.3 Organization roles, responsibilities and authorities
- 6 Planning
- 6.1 Actions to address risks and
- 7.2 Competence
- 7.3 Awareness
- 7.4 Communication
- 7.4.1 General
- 7.4.2 Internal communication
- 7.4.3 External communication and reporting
- 7.5 Documented information
- 7.5.1 General
- 7.5.2 Creating and updating
- 7.5.3 Control of documented information
- 8 Operation
- 8.1 Operational planning and control
- 8.2 Value chain planning and control
- 8.3 Emergency preparedness and response

opportunities

- 6.1.1 General
- 6.1.2 Occupational Health and Safety Management aspects
- 6.1.3 Legal requirements and voluntary obligations
- 6.2 Occupational Health and Safety Management objectives and planning to achieve them
- 6.2.1 Occupational Health and Safety Management objectives
- 6.2.2 Occupational Health and Safety Management improvement programmes
- 7 Support
- 7.1 Resources
- 9 Performance evaluation
- 9.1 Monitoring, measurement, analysis and evaluation
- 9.1.1 General
- 9.1.2 Evaluation of compliance
- 9.2 Internal audit
- 9.3 Management review
- 10 Improvement
- 10.1 Nonconformity and corrective action
- 10.2 Continual improvement

Module Five

IATF 16949:2016 – IATF Additional Requirements

Target Group

Quality Managers; Representatives; Auditors and personnel involved in the Design; Implementation and Auditing of Quality Management Systems

Outcome

This one-day course was designed and developed to assist companies with the transition from the old to the new standard. This comprehensive course will assist your company with the process of implementation of the changes within your business and provide personnel with the skills and knowledge to ensure a smooth transition process when performing the necessary updates.

Contents

4.3.1 Determining the scope of the quality management system — supplemental
4.3.2 Customer-specific requirements
4.4.1.1 Conformance of products and processes
4.4.1.2 Product safety
5.1.1.1 Corporate responsibility
5.1.1.2 Process effectiveness and efficiency
5.1.1.3 Process owners
5.3.1 Organizational roles, responsibilities, and authorities — supplemental
5.3.2 Responsibility and authority for product requirements and corrective actions
6.1.2.1 Risk analysis
6.1.2.2 Preventive action
6.1.2.3 Contingency plans

6.2.2.1 Quality objectives and planning to achieve them — supplemental
7.1.3.1 Plant facility, and equipment planning
7.1.4 Environment for the operation of processes
7.1.4.1 Environment for the operation of processes — supplemental
7.1.5.1.1 Measurement systems analysis
7.1.5.2 Measurement traceability
7.1.5.2.1 Calibration/verification records
7.1.5.3 Laboratory requirements
7.1.5,3.1 Internal laboratory
7.1.5.3.2 External laboratory
7.2.1 Competence — supplemental
7.2.2 Competence — on-the-job training
7.2.3 Internal auditor competency
7.2.4 *Second-party auditor competency*
7.3.1 Awareness — supplemental
7.3.2 Employee motivation and empowerment
7.5.1.1 Quality management system documentation
7.5.3.2.1 Record retention
7.5.3.2.1 Record retention
7.5.3.2.2 Engineering specifications
8.1.1 Operational planning and control— supplemental
8.1.2 Confidentiality
8.2.1.1 Customer communication — supplemental
8.2.2.1 Determining the requirements for products and services — supplemental
8.2.3.1.1 Review of the requirements for products and services — supplemental
8.3.1.1.2 Customer-designated special characteristics
8.2.3.1.3 Organization manufacturing feasibility
8.3.1.1 Design and development of products and services — supplemental
8.3.2 Design and development planning
8.3.2.1 Design and development planning — supplemental
8.3.2.2 Product design skills
8.3.2.3 Development of products with embedded software
8.3.3.1 Product design input
8.3.3.2 Manufacturing process design input
8.3.3.3 Special characteristics
8.3.4.1 Monitoring
8.3.4.2 Design and development validation
8.3.4.3 Prototype programme
8.3.4.4 Product approval process
8.3.5.1 Design and development outputs — supplemental
8.3.5.2 Manufacturing process design output
8.3.6.1 Design and development changes — supplemental
8.4.1.1 General—supplemental
8.4.1.1 Supplier selection process
8.4.1.3 Customer-directed sources (also known as "Directed-Buy")
8.4.2.1 Type and extent of control — supplemental
8.4.2.2 Statutory and regulatory requirements
8.4.2.3 Supplier quality management system development

8.4.2.3.1 Automotive product-related software or automotive products with embedded software
8.4.2.4 Supplier monitoring
8.4.2.4.1 Second-party audits
8.4.2.4 Supplier monitoring

Note: The course content exclude ISO 9001:2015 Requirements and only focus on the IATF 16949:2016 Additional Requirements.

Module Six

Automotive Core Tools

Target Group

The course is ideally suited for Quality Managers; Representatives; Design teams and Personnel involved in the application of Automotive Core Tools.

Outcome

The delegates will be able to effectively use the relevant Core Tools required by the Automotive Industry. The course is practically orientated with a large number of class exercises. There is currently a big drive in the Automotive industry make sure that supplier are effectively utilizing the core Tools. This will be a key focus in Certification Third Party and Process Audits second party audits. This also form part of the Internal Auditor qualification for FORD and GM.

Contents

- Flow Charts
- Control Plans
- Failure Modes and Effects Analysis (Fifth Edition –New 2019)
- SPC
- MSA

Course Overview:

Modules:

Module One - ISO 9001-2015 - Quality Management Systems Requirements
Module Two - ISO 14001: 2015 - Environmental Management Systems
Module Three – ISO 45001:2018 - Occupational health and Safety Management Systems
Module Four - ISO 19011:2018 - Guidelines for auditing management systems
Module Five - IATF 16949:2016 - Additional Requirements
Module Six – Automotive Core Tools

Module One to Five Duration: One Day / Module.
Module Six Duration: Three Days

ISO 19011:2018 - Guidelines for auditing management systems is the base for auditing all standards as this is now a Quality; Environmental and Health and Safety guidelines for auditing management systems.

To meet Internal Auditor Qualifications Delegates therefore only have to attend ISO 19011:2018 once and combine it with any or all standards.

Courses have been designed and presented over the years with the aim to assist companies to understand the standards and what needs to be implemented. Courses include text books and relevant generic examples.

Automotive Internal Auditor requirements include:

Module Five - IATF 16949:2016 - Additional Requirements
Module Six – Automotive Core Tools