

- ✓ **ISO 45001:2018, 9001:2015 & 14001:2015
TRANSITION TRAINING**
- ✓ **CQI / IRCA CERTIFIED FOUNDATION, INTERNAL
AUDITOR AND LEAD AUDITOR TRAINING**
- ✓ **ISO 14001:2015 INTERNAL AUDITOR TRAINING**



TRAINING BROCHURE 2018

CCAS has been delivering successful training courses across the United Kingdom and abroad since 1994.

Courses are provided throughout the year and are delivered by our own highly qualified (IRCA/IEMA/IOSH registered Lead Auditors) and highly experienced tutors.

Book a place on your preferred course today, by completing our online booking form www.ccas.org.uk/trainingcourses.

TEL: 01543 509533

EMAIL: TRAINING@CCAS.ORG.UK

ISO 45001:2018 TRANSITION WORKSHOP

HALF DAY

£35.00 + VAT

COURSE INTRODUCTION

A half day transition workshop which discusses the new international standard for Occupational Health & Safety management systems ISO 45001:2018, the requirements of the standard, the benefits of which a business can gain by the implementation of an ISO 45001:2018 management system and the transition period from OHSAS 18001 to ISO 45001.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

With a greater emphasis on top management demonstrating leadership and commitment, this workshop has been designed to brief directors, managers and those who will be responsible for implementing and maintaining the management system.

This workshop is also however, intended for all levels of personnel who are requiring an understanding of ISO 45001:2018 and of Occupational Health & Safety management systems.

- ✓ **ANNEX SL**
- ✓ **ISO 45001:2018 STANDARD REQUIREMENTS**
- ✓ **TRANSITION PERIOD FROM OHSAS 18001:2007 AND ISO 45001:2018**

ON COMPLETION

This workshop will address the following areas:

- Briefing on Annex SL, Appendix 2,
- Annex SL as a framework for ISO management systems
- Comparing BS OHSAS 18001:2007 and ISO 45001:2018
- Context of an organisation – *New requirement*
- Leadership – *New and enhanced requirements for leadership including management systems policy*
- Planning/Risk – *New requirements for planning the management system, taking into account the organisations context*
- Support – *New and enhanced requirements for awareness and communication*
- Operation – *New and enhanced for operational planning and control concerning outsourcing*
- 3 year transition period
- Preparing for the transition - using the self gap analysis form.

ISO 9001:2015 & 14001:2015 PRACTICAL WORKSHOP

1 DAY

£289.00 + VAT

COURSE INTRODUCTION

Encouraging a hands on approach, our Practical Workshops aim to provide attendees with a clear understanding of the changes to standards ISO 9001 and ISO 14001 along with gaining the skills/ knowledge required to assist their organisation in successfully achieving ISO 9001:2015 and/or 14001:2015 certification.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Senior and quality managers, management representatives whose organisations are looking to achieve certification to ISO 9001:2015 and/or 14001:2015. Those who require the necessary skills/knowledge to implement the new requirements along with those who are looking for a deeper understanding of the changes.



- ✓ KEY CHANGES TO ISO 9001 & 14001
- ✓ ISO 9001:2015 & 14001:2015 STANDARDS REQUIREMENTS
- ✓ ANNEX SL – PLANNING - RISK ASSESSMENT

ON COMPLETION

The course will address the following areas:

- Briefing on Annex SL, Appendix 2
- Annex SL as a framework for ISO management systems
- Know and understand the requirements of ISO 9001:2015 and ISO 14001:2015
- Context of an organisation – *New requirement*
- Leadership – *New and enhanced requirements for leadership including management systems policy*
- Planning – *New requirements for planning the management system, taking into account the organisations context*
- Support – *New and enhanced requirements for awareness and communication*
- Operation – *New and enhanced for operational planning and control concerning outsourcing.*

ISO 9001:2015 AUDITOR TRANSITION

2 DAYS

£500.00 + VAT

COURSE INTRODUCTION

This course will ensure you have the skills and understanding to successfully conduct both internal and external audits against the new ISO 9001:2015 standard to a high level.

It is an opportunity for existing auditors to develop new auditing skills, gain a deep understanding of ISO 9001:2015 and add more value to organisations.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Existing internal auditors and external auditors who require the skills to transfer their current knowledge to carry out successful audits against the new ISO 9001:2015 standard.

Attendees should have previously received auditor training and have some knowledge in the new standard, which can be gained by attending the CCAS ISO Practical Workshop.

Transition training will offer valuable skills for any auditors who wish to keep their audit skills and knowledge up to date.

- ✓ **ANNEX SL**
- ✓ **ISO 9001:2015 STANDARD REQUIREMENTS**
- ✓ **PLAN, CONDUCT AND REPORT ON A INTERNAL AND EXTERNAL AUDIT**

ON COMPLETION

The course will address the following areas:

- With reference to Annex SL, Appendix 2
- Context of the organisation
- Leadership
- Planning
- Support
- Operation
- Planning the audit
- Conducting the audit
- Auditing management system requirements
- Generating audit findings.

ISO 14001:2015 AUDITOR TRANSITION

1 DAY

£250.00 + VAT

COURSE INTRODUCTION

This course will ensure you have the skills and understanding to successfully conduct both internal and external audits against the new ISO 14001:2015 standard to a high level.

It is an opportunity to develop new auditing skills, gain an understanding of ISO 14001:2015 and add more value to organisations.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Existing internal auditors and external auditors who require the skills to transfer their current knowledge to carry out successful audits against the new ISO 14001:2015 standard.

Attendees should have previously received ISO 14001 auditor training and have some knowledge in the new standard, which can be gained by attending the CCAS ISO Practical Workshop.

Transition training will offer valuable skills for any auditors who wish to keep their audit skills and knowledge up to date.

- ✓ **ANNEX SL**
- ✓ **ISO 14001:2015 STANDARD REQUIREMENTS**
- ✓ **PLAN, CONDUCT AND REPORT ON A INTERNAL AND EXTERNAL AUDIT**

ON COMPLETION

The course will address the following areas:

- With reference to Annex SL, Appendix 2
- Context of the organisation
- Leadership
- Planning
- Support
- Operation
- Planning the audit
- Conducting the audit
- Generating audit findings
- Auditing management systems requirements.

ISO 9001:2015 FOUNDATION

CQI / IRCA CERTIFIED

1 DAY

£199.00 + VAT



COURSE INTRODUCTION

Gain a good understanding of the new ISO 9001:2015 standard along with the fundamentals and benefits of a quality management system to an organisation.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Intended for all levels of personnel who are requiring an understanding of the international standard ISO 9001:2015 and for those who will become a quality practitioner. This course is also proving significant for those who are planning to attend the CQI / IRCA ISO 9001:2015 Internal Auditor and CQI / IRCA ISO 9001:2015 Lead Auditor training courses.

No previous knowledge is necessary, as the course starts from the basic definitions of quality, quality assurance, quality management and explains the development of quality standards up to the current requirements of the ISO 9000:2015 series including ISO 9001:2015.

If taken consecutively with the IRCA QMS Internal Auditor course, a £74.00 discount is applied!

- ✓ **FUNDAMENTALS OF ISO 9001**
- ✓ **ISO 9001 STANDARD REQUIREMENTS**
- ✓ **CQI / IRCA CERTIFIED COURSE**

COURSE CONTENT – LEARNING OBJECTIVES

Individual and team practical exercises form a key part of the course and are used to enhance delegate learning.

On completion, successful students will have the knowledge to:

- Explain the purpose of a quality management system, quality management systems standards and the benefits to a business including improved performance, from the implementation of a quality management system.
- Outline the structure and content of ISO 9001 and its relationship with ISO 9000.
- Explain the specific quality management related requirements of ISO 9001:2015.

ISO 9001:2015 INTERNAL AUDITOR

CQI / IRCA CERTIFIED

2 DAYS

£370.00 + VAT



COURSE INTRODUCTION

This is an advanced course for those wishing to develop the skills to conduct professional and effective internal audits. This course is also designed for those looking to gain an in-depth understanding of the international standard ISO 9001:2015, ISO 9000:2015 series of standards and of quality management systems.

- ✓ **PLAN, PREPARE AND CARRY OUT AN INTERNAL AUDIT**
- ✓ **GATHER EVIDENCE THROUGH OBSERVATION, INTERVIEW AND SAMPLING**
- ✓ **CQI / IRCA CERTIFIED COURSE**

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Intended for those wishing to gain an insight into auditing practice, those who will have responsibilities for conducting internal audits and will provide great benefit to those who are planning to attend the CQI / IRCA Certified ISO 9001:2015 Lead Auditor training course.

Students should have attended the CQI / IRCA ISO 9001:2015 Foundation course or be able to demonstrate knowledge of the ISO 9000:2015 series of standards including ISO 9001:2015 and of quality management systems to an equivalent level acceptable to both CCAS and CQI / IRCA.

If taken consecutively with the IRCA QMS Foundation course, a £74.00 discount is applied!

ON COMPLETION – LEARNING OBJECTIVES

Audit role plays along with individual and team practical exercises form a key part of the course and are used to enhance delegate learning.

On completion, successful students will have the knowledge and skills to:

- With reference to the PDCA cycle, explain the process-based quality management system model for ISO 9001 and the role of internal audits in the maintenance and improvement of a quality management system.
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up an internal quality management system audit, in accordance with ISO 19011.
- Be able to plan, conduct, report and follow-up an internal audit of part of a quality management system based on ISO 9001, and in accordance with ISO 19011.

ISO 9001:2015 LEAD AUDITOR

CQI / IRCA CERTIFIED

5 DAYS

£775.00 + VAT



COURSE INTRODUCTION

This is a professional level course which outlines the fundamentals of auditing practice and provides students with the skills and knowledge to conduct 1st, 2nd and 3rd party audits to an exceptional level.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Intended for those anxious to qualify as external ISO 9001:2015 auditors and anyone seeking a detailed understanding of the ISO 9000:2015 series of standards including ISO 9001:2015, quality management systems and their implementation.

Students should have attended the CQI / IRCA ISO 9001:2015 Foundation course and the CQI / IRCA ISO 9001:2015 Internal Auditor course and have knowledge of:

- The Plan, Do, Check, Act (PDCA) cycle
- The relationship between quality management and customer satisfaction
- Commonly used quality management terms and definitions
- The 7 quality principles as given in ISO 9000
- The process approach
- The model of a process based quality management system, the structure and content of ISO 9001.

- ✓ **PLAN, PREPARE AND CONDUCT 1ST, 2ND AND 3RD PARTY AUDITS**
- ✓ **GATHER AND REPORT ON OBJECTIVE EVIDENCE**
- ✓ **CQI / IRCA CERTIFIED COURSE**

ON COMPLETION

Delegates are coached in the philosophy, structure and implementation of quality management systems, the requirements of the ISO 9000:2015 series of standards including ISO 9001:2015.

Videos, audit role plays, individual and team practical exercises are used to enhance delegate learning and to prepare students for the different activities undertaken by auditors / lead auditors,

On completion, successful students will have the following knowledge and skills:

- A deep understanding of the ISO 9000:2015 series of standards along with the requirements of ISO 9001:2015, ISO 9004:2009 and of quality management systems.
- Understand and explain the role and responsibilities of an auditor / lead auditor to plan, conduct, report and follow up a 1st, 2nd and 3rd party audit
- Be able to plan, conduct, report and follow-up a 1st, 2nd and 3rd party audit.

ISO 14001:2015 FOUNDATION

**ISO 14001 ENVIRONMENTAL
HALF DAY
£199.00 + VAT**

COURSE INTRODUCTION

The aim of this course is to provide delegates with an understanding of the new ISO 14001:2015 Standard, environmental management systems (EMS) and the benefits an organisation can derive from the operation of an effective EMS.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Managers and staff wanting to gain a better understanding of ISO 14001 environmental management systems, the benefits of operating a certified EMS and the resource implications of firstly implementing and then maintaining an EMS to the ISO 14001:2015 standard.

Gain a competitive advantage and kick start your company's commitment to improving the effects that it has on the environment.

- ✓ **FUNDAMENTALS OF ISO 14001**
- ✓ **ISO 14001:2015 STANDARD REQUIREMENTS**
- ✓ **FIND WAYS TO REDUCE ENVIRONMENTAL IMPACTS AND SAVING MONEY**

ON COMPLETION

On completion, successful students will have knowledge :

- Overview of ISO 14001
- ISO 14001:2015 standard requirements
- Environmental issues and impacts of an organisation
- Resource implications
- Integration with other systems e.g. ISO 9001:2015
- Role of management
- Benefits of a certified EMS.



ISO 14001:2015 INTERNAL AUDITOR

ISO 14001 ENVIRONMENTAL

1 DAY

£199.00 + VAT

COURSE INTRODUCTION

This one day course is to provide formal training in how to carry out internal audits of an ISO 14001 certified Environmental Management System (EMS) and is based around the ISO auditing standard 19011.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Individuals tasked or looking to conduct audits of their organisation's EMS.

Those thinking of attending should have some knowledge of environmental management systems; which can be gained by attending the ISO 14001 EMS Foundation course.

- ✓ **UNDERSTAND THE ROLE OF INTERNAL AUDITS IN ISO 14001**
- ✓ **PLAN, PREPARE AND CONDUCT AN INTERNAL AUDIT**
- ✓ **FOLLOW UP AND REPORTING**

ON COMPLETION

By the end of the course it is expected that successful delegates will be able to:

- Describe the responsibilities of an internal auditor and describe the role of internal audit in the maintenance and improvement of management systems
- Plan and prepare for an internal audit
- Gather objective evidence through observation, interview and sampling of documents and records
- Write factual audit reports that help to improve the effectiveness of the management system.



OHSAS 18001 FOUNDATION

OHSAS 18001 HEALTH & SAFETY

HALF DAY

£199.00 + VAT

COURSE INTRODUCTION

The aim of this course is to provide attendees with an understanding of OHSAS 18001:2007 standard and the many benefits an organisation can gain from the implementation of a certified 18001 management system.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

This course is invaluable for those who are health and safety managers, practitioners and staff who require a good understanding of 18001 along with those who are considering implementing an OHSAS 18001 management system.

- ✓ **FUNDAMENTALS OF OHSAS 18001**
- ✓ **BS OHSAS 18001:2007 STANDARD REQUIREMENTS**
- ✓ **FIND WAYS TO REDUCE ENVIRONMENTAL IMPACTS AND SAVING MONEY**

ON COMPLETION

On completion, successful students will have knowledge:

- Overview of OHSAS 18001
- OHSAS 18001:2007 standard requirements
- Benefits of a certified 18001 management system
- The role of senior management
- Integration with other systems e.g. ISO 9001, 14001.



OHSAS 18001 INTERNAL AUDITOR

OHSAS 18001 HEALTH & SAFETY

1 DAY

£199.00 + VAT

COURSE INTRODUCTION

This one day course is to provide formal training in how to carry out internal audits of a certified OHSAS 18001 Management System.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Individuals tasked or looking to conduct audits of their organisation's 18001 management system.

Those thinking of attending should have some knowledge of management systems along with the OHSAS 18001:2007 standard; which can be gained by attending the OHSAS 18001 Foundation course.

- ✓ **UNDERSTAND THE ROLE OF INTERNAL AUDITS IN OHSAS 18001**
- ✓ **PLAN, PREPARE AND CONDUCT AN INTERNAL AUDIT**
- ✓ **FOLLOW UP AND REPORTING**

ON COMPLETION

By the end of the course it is expected that successful delegates will be able to:

- The requirements of OHSAS 18001
- Documentation
- Audit Planning
- Conducting the Audit
- Audit Reporting
- Typical non-conformances and typical areas for improvement.





CHAMBER CERTIFICATION ASSESSMENT SERVICES LIMITED

ESTABLISHED 1994