

- ✓ **CQI / IRCA CERTIFIED FOUNDATION, INTERNAL AUDITOR AND LEAD AUDITOR TRAINING**
- ✓ **APPROVED CONTRACTOR SCHEME (ACS) EXECUTIVE BRIEFING**
- ✓ **ISO 45001:2018 EXECUTIVE BRIEFING**



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APPROVED CONTRACTOR SCHEME (ACS) EXECUTIVE BRIEFING

HALF DAY
£35.00 + VAT

INTRODUCTION

The aim of this executive briefing is to provide interested parties i.e. those that work in the security industry, business owners of security organisations etc. with clear information / understanding of the benefits of the SIA Approved Contractors Scheme (ACS) Standard and the routes to achieving the prestigious award.

THE BRIEFING COVERS

1. The overall aims, objectives, structure
2. Application Process
3. The differences between the Passport Scheme and the Standard Route Scheme
4. The CCAS Passport Scheme and the business benefits of which the scheme provides
5. A review of the NEW ACS Workbook
6. Scoring
7. Improvement need case studies.

The two routes to gaining the approval, the Standard Route and the Passport Scheme, are discussed in detail so that each attendee can identify the most appropriate route for their organisation to choose.

- ✓ **REVIEW OF THE NEW ACS WORKBOOK**
- ✓ **ROUTES TO ACHIEVING THE AWARD – ACS STANDARD ROUTE, PASSPORT SCHEME**
- ✓ **IMPROVEMENT NEED CASE STUDIES**

ON COMPLETION

On completion, attendees will:

- Have a clear understanding of the application process
- Have an understanding of the changes to the standard / introduction of the new workbook
- Understanding of the key differences between the ACS Standard Route and the Passport Scheme.

ISO 45001:2018 EXECUTIVE BRIEFING

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 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.

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

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.

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.

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

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.

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!

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

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 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.

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

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.

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, role plays and practical exercises are used to enhance learning and to prepare students for the different activities undertaken by 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 AN ENVIRONMENTAL MANAGEMENT SYSTEM**
- ✓ **ISO 14001:2015 STANDARD REQUIREMENTS**
- ✓ **DISCOVER WAYS OF LIMITING ENVIRONMENTAL IMPACTS AND REDUCE COSTS**

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.

ISO 45001:2018 FOUNDATION

**ISO 45001 HEALTH & SAFETY
HALF DAY
£199.00 + VAT**

COURSE INTRODUCTION

Gain a good understanding of the new international standard ISO 45001:2018, the fundamentals of a health and safety management system (H&SMS) and the many benefits of an organisation implementing and operating an effective H&SMS.

WHO SHOULD ATTEND - PRIOR KNOWLEDGE

Intended for all levels of personnel who are requiring an understanding of the ISO 45001:2018 standard, of health and safety management systems along with the potential risks caused by an organisations activities. This course is also proving important to those who are planning to attend the ISO 45001:2018 Internal Auditor course.



- ✓ **FUNDAMENTALS OF A HEALTH & SAFETY MANAGEMENT SYSTEM**
- ✓ **ISO 45001:2018 STANDARD REQUIREMENTS**
- ✓ **FIND WAYS TO REDUCING POTENTIAL WORKPLACE RISKS**

ON COMPLETION

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 health & safety management system, health & safety management system standards and the many benefits to a business from the implementation of a health & safety management system
- Outline the structure and content of ISO 45001
- Explain the specific health & safety management related requirements of ISO 45001:2018
- ISO 45001 integration with other management system standards such as ISO 9001.

ISO 45001:2018 INTERNAL AUDITOR

ISO 45001 HEALTH & SAFETY

1 DAY

£199.00 + VAT

COURSE INTRODUCTION

This course is for those wishing to develop the skills to conduct professional and effective internal audits. This course is also design for those looking to gain an in-depth understanding of the international standard ISO 45001:2018 and of Health & Safety management systems (H&SMS).

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 a Lead Auditor training course.

Students should have attended the ISO 45001:2018 Foundation course or be able to demonstrate knowledge of the ISO 45001 standard and of health & safety management systems to an acceptable level.

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

ON COMPLETION

Audit role plays along with 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 health & safety management system model for ISO 45001 and the role of internal audits in the maintenance and improvement of a management system
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up an internal health & safety management system audit, in accordance with ISO 9011
- Be able to plan, conduct, report and follow-up an internal audit of part of a health & safety management system based on ISO 45001.



CHAMBER CERTIFICATION ASSESSMENT SERVICES LIMITED

ESTABLISHED 1994