



- Quality Management ISO 9001
- Environmental Management ISO 14001
- Food Safety Management ISO 22000
- OHSAS 18000
- ISO Training
- ISO IMPLEMENTATION
- SHEQ Consulting
- HACCP (Food Safety)
- EUREPGAP



Professional Training

Sheq Implementation & Auditors Course

(Health, Safety, Environmental & Quality Management)

Key Objectives:

The objective of this course is to meet the required Implementation and Lead Auditor Training for SHE Managers, Quality Managers to fully understand the requirements of ISO 9000 and to facilitate audit teams or audits of other organizations (i.e. suppliers or clients) for ISO 9001:2000 conformance, in accordance with ISO 14001:2005 and OHSAS18001:1999. The Course is designed for participants requiring a profound understanding of the audit process from various perspectives. The course provides the knowledge and practical skills needed to organize and lead a quality audit, environmental, health and safety audit, manage the stress that an audit can impose, evaluate and report audit findings, evaluate corrective action effectiveness, and carry out follow-up and routine surveillance audits.

Course Coverage:

The Lead Auditors training class provides delegates, who intend to perform integrated Sheq Audits or build effective management systems, with the knowledge and skills needed to assess and report on the conformance and effective implementation of the processes that contribute to the continual improvement of the management system. It provides clear and logical interpretations of the requirements that enable better understanding and application by participants.

Note: At the end of the 5 day, all delegates need to write a two hour compulsory theoretical examination to assess the effectiveness of the training.

The following requirements apply to all section of the training course, regardless of media and method of delivery:

Training is highly participative to allow all participating delegates to apply newly acquire knowledge and enhance their learning. The training methods will involve and engage delegates throughout the duration of the course. Each delegate must participate in practical, interactive activities.

Training facilitator:-Dr. Ronel Schoeman (MD of Superior Sheq Systems)

Qualifications:

- B.Com (Math's) -Potchefstroom University
- B.Com (Hon-Business Management) Potchefstroom University
- HED Diploma- Potchefstroom University.
- M.Com (Financial and Purchasing Management) - Potchefstroom University
- D.Com University of South Africa
- SAATCA Lead Auditor

Dr. Ronel Schoeman gained her Sheq Experience and stature over the past 18 years. She is a highly accomplished academic, combining these achievements with her vast corporation experience. She first obtained a B. Com degree in Mathematics. Her quest for quantitative and qualitative management resulted in her Doctorate degree in Quality Management Systems. She is an acknowledge management systems integration guru, and a SAATCA Lead Auditor. Ronel lectures at the University of South Africa in the disciplines: Safety, Health, Environmental, Quality and Risk Assessment. She is an accredited trainer, assessor and moderator.

The SHEQ Lead Auditor course will be hosted (5) days and participating delegates will learn:

- Detailed exposure to ISO 9001:2000, ISO 14001; 2005 & OHSAS 18001:1999
- Management Systems
- Audit Planning
- Development of an Audit Check List
- How to collate information
- Case Studies
- Completion of audit documentation

Accreditation Superior Sheq Systems is a Service Seta (Sector Education Training Authority) accredited organization in South Africa. The Course is certified by Services Seta (Certification No; REC 107)

Delegates are required to write a (2) hour compulsory theoretical examination to access effectiveness of the training.

Registration will start at 8h30 followed by the welcome and opening of the course at 9h00. There will be a 20minute beak for refreshments in the morning and in the afternoon (at 10h00 and 14h30),and lunch will be served at 12h30. The course will be concluded at approximately 16h00 each day. All timings are approximate due to the interactive nature of the workshop.

Target Group:

The course is suitable for delegates from all backgrounds, including manufacturing, Services, public and private sectors. It will be of particular interest to individuals who: have responsibility for conducting audits either as single person or in a team; are project managing the development and implementation of Management System; themselves by becoming an Auditor.

- (Occupational) Health & Safety Managers
- Environmental Managers
- Operational Managers
- Quality Control Managers
- Operations Managers
- Business Development Managers
- Supervisors/Line Managers
- SHE Officers
- Risk Control Managers
- SHEQ Professionals
- Internal Auditors
- Appointed Management Representatives
- Document and Data Controller
- Systems Administrator

Day One	Day Two	Day Three	Day Four	Day Five
<p>This session will provide participants with the fundamentals to relevant standards and principals to the ISO & OHSAS series. Explain the relationships between the clauses of the ISO standards.</p> <p>Detail Exposure to ISO 9001;2000 14001;2005 & OHSAS 18001:1999 series</p> <p>Appreciation of ISO 9001,14000 and 18000</p> <p>Understanding ISO 9001;14000 and 18000</p> <p>Interpreting Implementation & ISO 9001;14000 and 18000</p> <p>Management Systems</p> <p>Method of interpreting the requirements</p> <p>Auditor Conduct and Traits</p> <p>Customer Satisfaction</p> <p>Identification /Measurement</p>	<p>This session will provide participants with the audit standards and the development of relevant processes and documentation required in planning for audits.</p> <p>The Guidance Standards</p> <p>The Audit Standards</p> <p>Audit Roles and Responsibility</p> <p>Documentation</p> <p>Reviewing SHEQ Manual Elements</p> <p>Manual Review Findings</p> <p>Process approach to audit planning</p> <p>Audit Program</p> <p>Checklist</p> <p>Preparation of Checklist</p> <p>Practical Exercise: this could either be in the form of a role play/exercise or a video that summaries the content of the day or partially hereof.</p>	<p>This session will provide participants with the key aspects and traits to conducting a successful audit and reporting.</p> <p>Non Conformities</p> <p>Reporting non-conformities</p> <p>The opening Meeting</p> <p>Audit Performance</p> <p>Preparation of an Audit</p> <p>Conducting and Audit further</p> <p>Investigations</p> <p>Employee Awareness , Communication And Competence</p> <p>Practical exercise: This could either be in the form of a role play/ exercise or a video that summaries the content of the day or partially hereof.</p>	<p>This session will provide participants with insight to compiling information and professionally report this to management.</p> <p>Audit Reports (methods of writing Audit Report)</p> <p>How to Collate the information</p> <p>Verification /Audit Records</p> <p>The Closing Meeting – Corrective Actions</p> <p>Surveillance Visits</p> <p>Assessing Corrective Actions</p> <p>How to present findings.</p> <p>Revisions</p> <p>Practical Exercise: this could either be in the form of a role play/exercise or a video that summaries the content of the day or partially hereof.</p>	<p>Revision</p> <p>Auditing Top Management</p> <p>Overall review of the course</p> <p>Accreditation /Certification</p> <p>Written Examination</p>

