



HS316: How to be a Certified Lead Auditor

Training Description:

This training course is designed to provide participants with a detailed and up-to-date overview of how to be certified as a lead auditor. It covers the aspects and impacts of a successful audit program; the audit program; the audit and conduct opening meetings; the auditor responsibilities; and the on-site activities.

During this interactive training course, participants will learn the environmental legislation; communicating effectively during the audit; generating audit findings; the audit conclusions; conducting closing meetings; reporting audit results; conducting an audit follow-up; and the certification process.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Get certified as a "Lead Auditor"
- ✓ Identify the integrated management system including the management of Safety, Health, Environmental, and Quality, and gain an overview of ISO 14001, ISO 9001, and OHSAS 18001
- ✓ List the aspects and impacts of a successful audit program
- ✓ Manage an audit program, initiate the audit, and conduct opening meetings
- ✓ Identify auditor responsibilities, conduct on-site activities, and discuss environmental legislation
- ✓ Communicate effectively during the audit, generate audit findings, and prepare audit conclusions
- ✓ Conduct closing meetings, report audit results, conduct an audit follow-up, and discuss the certification process

Training Designed for:

This course is intended for those who are interested in conducting first-party, second-party, or third-party audits, environmental management representatives, quality directors, regulatory affairs managers, health, safety, and environmental managers, cross-functional team members of an implementation project, HSE teams, logistics and maintenance (technical staff).

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ Introduction
- ❖ Integrated Management System: HSE & Quality (SHEQ)
 - ISO 14001
 - ISO 9001
 - OHSAS 18001
 - Case Study

DAY TWO:

- ❖ Aspects and Impacts & Audit
- ❖ Audit Program Management
- ❖ Audit and Opening Meetings
- ❖ Role Play

DAY THREE:

- ❖ Auditor Responsibilities
- ❖ On-Site Activities
- ❖ Environmental Legislation
- ❖ Exercise
- ❖ Case Study

DAY FOUR:

- ❖ Effective Communication during the Audit
- ❖ Audit Findings
- ❖ Audit Conclusions
- ❖ Role Play

DAY FIVE:

- ❖ Closing Meetings
- ❖ Reporting Audit Results
- ❖ Audit Follow-Up
- ❖ The Certification Process
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As pe the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00 Morning Coffee / Tea
08:00 - 10:00 First Session
10:00 - 10:20 Recess (Coffee/Tea/Snacks)
10:20 - 12:20 Second Session
12:20 - 13:00 Recess (Prayer Break & Lunch)
13:00 - 14:00 Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615