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- Business Continuity - ISO 22301
- ISO 39001 - Road Traffic Safety
- IRIS - International Railway Industry Standard
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ISO 9001:2008 QUALITY MANAGEMENT

AWARENESS COURSE | 1 DAY

Provides an overview of the requirements of the ISO 9001:2008 standard.

The course outcome is applicable to all levels of employees and provides for a thorough basis of awareness and understanding of basic ISO requirements and applications. On completion of this course the participant will have a clear appreciation of the requirements of the ISO Standard as well as a better understanding of how it applies to the day to day operation in the workplace.

FACILITATION COURSE | 3 DAYS

The Facilitation course provides the participant with a more in-depth level of knowledge on the requirements of the ISO 9001:2008 standard.

This course is an enhancement of the Awareness Training course. Our Facilitation course is designed for the personnel who are responsible for developing and implementing a quality management system. Practical application of the standard requirements provides the participant with in-depth knowledge regarding the development, implementation and maintenance of the management system requirements. The facilitation course prepares the participant to understand the requirements for auditing preparation as well as importance of Quality Management as a cost saving tool. How quality management contributes to the day-to-day business operations through the effective application and management of resources

INTERNAL AUDITOR COURSE | 5 DAYS

Assessment of the management system forms an important part of the process to demonstrate continual improvement, thus the ISO 9001:2008 standard requires that the management system must be audited on a periodic basis.

The Internal Auditor Course is designed for persons capable to conduct internal assessments. The course material is based on sampling methods, interviewing techniques, effective listening skills and value-added report writing. Special emphasis is devoted to effective development of corrective action requests. The auditor course is designed specifically for those individuals responsible for carrying-out internal audits to the ISO 9001:2008 standard. This training course is presented at an advanced level and adds value as well as prepares a business for certification by an external certifying body.

The course provides participants with the opportunity to audit against procedures written for real world applications. Training hand-outs, including an audit checklist containing questions and suggestions for objective evidence that auditors can use to assess compliance to each section of the standard is provided. The course concludes with a theoretical assessment to ensure participants gained an effective understanding of the standard as well as the principles of auditing.
BS OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY

AWARENESS COURSE | 1 DAY

Provides an overview of the requirements of the BS OHSAS 18001:2007 standard.

The course outcome is applicable to all levels of employment and provides for a thorough basis of awareness and understanding of basic ISO requirements and applications. On completion of this course the participant will have a clear appreciation of the requirements of the ISO Standard as well as a better understanding of how it applies to the day to day operation in the workplace.

FACILITATION COURSE | 3 DAYS

The Safety Facilitation course provides the participant with a more in-depth level of knowledge on the requirements of the BS OHSAS 18001:2007 standard.

This course is an enhancement of the Awareness Training course. Our Facilitation course is designed for the personnel who are responsible for developing and implementing a quality management system. Practical application of the standard requirements provides the participant with in-depth knowledge regarding the development, implementation and maintenance of the management system requirements. The facilitation course prepares the participant to understand the requirements for auditing preparation as well as importance of Safety Management as a cost saving tool. How Safety management contributes to the day to day business operations through the effective application and management of resources.

INTERNAL AUDITOR COURSE | 5 DAYS

Assessing of the management system forms an important part of the process to demonstrate continual improvement, the BS OHSAS 18001:2007 standard requires that the management system must be audited on a periodic basis.

The Auditor Course is designed for the employees capable to conduct internal assessments. The course material is based on sampling methods, interviewing techniques, effective listening skill and value-added report writing. Special emphasis is devoted to effective development corrective action requests. The auditor course is designed specifically for those individuals responsible for doing internal audits against the BS OHSAS 18001:2007 standard. The training course is presented at an advanced level and adds value as well as preparing business for certification by an external certifying body. The course provides participants with the opportunity to audit against procedures written for the real world applications. Training hand-outs, including an audit checklist containing questions and suggestions for objective evidence that auditors can use to assess compliance to each section of the standard. The course concludes with a theoretical assessment to ensure participants gained an effective understanding of the standard as well as the principles of auditing.

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ISO 14001:2004 ENVIRONMENTAL MANAGEMENT

AWARENESS COURSE | 1 DAY

Provides an overview of the requirements of the ISO 14001:2004 standard.

The course outcome is applicable to all levels of employment and provides for a thorough basis of awareness and understanding of basic ISO requirements and applications. On completion of this course the participant will have a clear appreciation of the requirements of the ISO Standard as well as a better understanding of how it applies to the day to day operation in the workplace.

FACILITATION COURSE | 3 DAYS

The Facilitation course provides the participant with a more in-depth level of knowledge on the requirements of the ISO 9001:2008 standard. This course is an enhancement of the Awareness Training course.

Our Facilitation course is designed for the employees who are responsible for developing and implementing a quality management system. Practical application of the standard requirements provides the participant with in-depth knowledge regarding the development, implementation and maintenance of the management system requirements. The facilitation course prepares the participant to understand the requirements for auditing preparation as well as importance of Environmental Management as a cost saving tool. How Environmental management contributes to the day to day business operations through the effective application and management of resources.

INTERNAL AUDITOR COURSE | 5 DAYS

Assessing of the management system forms an important part of the process to demonstrate continual improvement, the ISO 14001:2004 standard requires that the management system must be audited on a periodic basis.

The Internal Auditor Course is designed for the employees capable to conduct internal assessments. The course material is based on sampling methods, interviewing techniques, effective listening skill and value-added report writing. Special emphasis is devoted to effective development corrective action requests. The auditor course is designed specifically for those individuals responsible for doing internal audits against the ISO 14001:2004 standard. The training course is presented at an advanced level and adds value as well as prepares business for certification by an external certifying body. The course provides participants with the opportunity to audit against procedures written for the real world applications. Training hand-outs, including an audit checklist containing questions and suggestions for objective evidence that auditors can use to assess compliance to each section of the standard. The course concludes with a theoretical assessment to ensure participants gained an effective understanding of the standard as well as the principles of auditing.
22000:2005 FOOD SAFETY

AWARENESS COURSE | 1 DAY

This course is recommended for anyone who is working in the food and beverage industry – catering, retail and manufacturing. This includes sub-contracted services.

ISO 22000 FACILITATION COURSE | 4 DAYS

This course has been designed for those working in all sectors of the food and beverage industries - including pack-houses and manufacturers of packaging - who establish, implement and manage food safety management systems including food safety team leaders, certification body personnel, HACCP co-ordinators, food safety managers, quality managers and technical managers, auditors, Environmental Health practitioners and consultants.

Due to the scope of ISO 22000: 2005 the course also caters for those participants from industries that support food handling industries such as pest control services, cleaning services, cleaning chemical manufacturing and food manufacturing that are required to implement food safety systems. It is recommended for participants to have completed a PRP or Food Safety awareness course.

This course will also be suitable for companies who wish to implement FSSC 22000.

COMPREHENSIVE HACCP | 3 DAYS

This course is recommended for anyone working in the food and beverage related environment that requires an appropriate level of knowledge and understanding of HACCP and the HACCP Prerequisite Programmes.

This course will be suitable for companies who wish to implement SANS 10330: 2007 or require comprehensive knowledge on HACCP principles as foundation for ISO 22000 or FSSC 22000 Food Safety Managements Systems.
ISO 39001 ROAD TRAFFIC SAFETY (RTS)

AWARENESS COURSE | 1 DAY

This one day course introduces the key concepts of RTS, explains the benefits of an RTSMS, and outlines the requirements of ISO 39001.

When RTS related incidents, serious accidents and deaths occur, it is the responsibility of organizations involved in road traffic systems and society as a whole to learn how to better reduce and minimize the risks. In addition to the unacceptable human costs, there are also financial implications for those concerned with roads, vehicles, road users and emergency medical services. An RTSMS, based upon ISO 39001 can provide your organization with an international best-practice framework for managing your responsibilities and interactions with the road traffic system.

FACILITATION COURSE | 3 DAYS

On this course, our experienced instructor will lead you through a step by step guide how to the implement an effective RTSMS, using a combination of practical exercises, group activities and participative delegate discussions.

When RTS related incidents, serious accidents and deaths occur, it is the responsibility of organizations involved in road traffic systems and society as a whole to learn how to better reduce and minimize the risks. In addition to the unacceptable human costs, there are also financial implications for those concerned with roads, vehicles, road users and emergency medical services. An RTSMS, based upon ISO 39001 can provide your organization with an international best-practice framework for managing your responsibilities and interactions with the road traffic system.

INTERNAL AUDITOR COURSE | 5 DAYS

You will develop the knowledge and skills required to undertake a thorough audit of a RTSMS. Using practical exercises, group activities and class discussions, you will be guided through the principles and practices of auditing and how it applies to conducting the audit of an ISO 39001 RTSMS.

A RTSMS based on ISO 39001 can provide your organization with an international best-practice framework for managing road safety risks, evaluating their impact, and developing the capability to achieve results that meet objectives and contribute to the welfare of employees and societal goals. The framework of a RTSMS combined with robust internal audit processes, can ensure that your organization consistently evaluates its RTS performance, helping to drive continual improvement in an area of risk that can be devastating for those affected by road traffic incidents.
ISO 27001 - Security Management Systems (ISMS)

**Information Security Management Systems (ISMS)**

*In this course, our expert tutors will explain the requirements of the current standard to help you understand how it could apply to your organization and the potential benefits of adopting it.*

You will therefore be better prepared to carry out an implementation of an ISMS that conforms to the current standard, as the background, updated concepts, principles, terms and definitions used in ISO/IEC 27001:2013 are fully explained and discussed. The requirements course will also help you understand how the standard works in preparation for attending the internal and lead auditing training courses.

ISO 28000 - Supply Chain Security Management

**Supply Chain Security Management Systems (SCSMS)**

*Mastering the implementation and management of a Supply Chain Security Management System (SCSMS) based on ISO 28000*

This intensive course enables participants to develop the necessary expertise to support an organization in implementing and managing a Supply Chain Security Management System (SCSMS) based on ISO 28000:2007. Participants will also gain a thorough understanding in best practices used to implement security controls from all areas of ISO 28002. This training is consistent with the project management practices established in ISO 10006 (Quality Management Systems - Guidelines for Quality Management in Projects). This training is fully compatible with ISO 28004 (Guidelines for the Implementation of a SCSMS).
ISO 31000:2009
INTERNATIONAL RISK MANAGEMENT COMPLIANCE

COURSE | 3 DAYS

The purpose of this implementing ISO 31000:2009 training session is to provide delegates with the knowledge and skills to develop and successfully implement an effective risk management programme, is in accordance with the new ISO 31000:2009 international risk management framework.

This involves using practical exercises and case studies on effective risk management techniques that supports the organization’s business risk management strategy and objectives. This training session will also show delegates how they can plan and implement risk treatment control measures in a balanced and cost-effective way.

PRE-REQUISITE:
- Mandate and commitment for risk management
- Design framework for managing risk in accordance with ISO 31000:2009
- Understanding the organization and its risk context
- Risk Management Policy
- Integration of risk management programme into organizational processes

OUTCOME:
- Know the key requirements of the new ISO 31000:2009
- Understand the new ISO 31000:2009 risk management framework
- Know how to conduct gap analysis of current risk management arrangements
- Know how to identify, analyse and evaluate risks
- Understand the risk treatment control process
- Understand how to develop an integrated risk management programme

CONTENTS:
- Overview and principles of risk management
- Scope and application of ISO 31000:2009
- Understanding key ‘Risk Terms’ and ‘Definitions’ in the new standard
- Key changes introduced by the New ISO 31000:2009 standard
- New ISO 31001:2009 Framework of managing risk

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COURSE | 3 DAYS

The Management Review course provides the participant with a more in depth level of knowledge on the requirements of the requirements as set out by the various management systems.

This is a generic course and addresses the requirements of all three standards with special reference to the element of management review. BS OHSAS 18001:2007 (British standard). This course is an enhancement of the Awareness Training course.

Practical application of the requirements provides the participant with in depth knowledge regarding the development and implementation of the management system requirements of management review. The Management review course prepares the participant to understand requirements for successfully implementing a management review process that will evaluate the status of the management system.

PRE-REQUISITE:
- Participants should successfully have completed the applicable awareness course. Has knowledge of management systems at a supervisory level.

OUTCOME:
By the successful completion of this course the participant will be able to:
- Understand requirements with regard to Management responsibility pertaining to management review as stipulated by the applicable standard.
- Have a thorough understanding of the basic requirements of the applicable standard.
- Understand the application of the management review requirements.
- Applying management review as a measurement tool to make a self-declaration of system compliance as required by the applicable standard
- Develop, implement and maintain management review requirements to be able to comply with the applicable standard requirements.
- Understand the importance of management review as a management tool to enable proactive and responsible support towards the management system by all levels of management.

CONTENTS:
- Requirements for management review
- Management standards
- Process for development of a management review process
- Physical preparation of the process

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- Manual Handling for industry
- Mobile elevating Work Platforms
- PPE Essentials
- Safety Awareness
- Understanding Eye safety at work
- Workplace Bullying and Harassment
- Cranes Hoists and Slings
- Overhead Crane safety
- Driver Fatigue Management
- Forklift Safety
- Forklift Stability
- Shift Work Safety
- Office Ergonomics
- Fire Safety
- How to Run a successful Meeting
- Leadership: Being Proactive in Safety
- Lockout Tagout
- Manual Handling
- Office Leadership skills
- Risk Management Safety Essentials
- Slips Trips and Falls
- Working Capital Management
- Environmental Awareness
- Avoiding Electrical Hazards
- Electrical Safety
- Fire Safety
- Hand Arm Vibration
- Welding and powered handtool safety
- Managing Change
- Business Attitude

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LEAD AUDITOR COURSE - BS OHSAS 18001:2007

BS OHSAS 18001:2007 requires that you periodically assess the effectiveness of your Safety management system through the conducting internal audits.

The Lead Auditor course is designed for the employees who have been identified to conduct internal assessments and that are capable of leading audit teams. The course work includes audit-sampling methods, interviewing techniques, effective listening skills and value-added report writing conducted practically at a pre-determined location. Special emphasis is devoted to effective application of all the requirements of the BS OHSAS 18001:2007 as well as ISO 19011:2012 standards. This course is designed specifically for those individuals responsible for doing internal audits against the ISO 14001:2004 Standard and to prepare the participant to lead auditing teams against the requirements of ISO19011:2012. This course is at an advanced level and participants must be conversant with the requirements of the BS OHSAS 18001:2007 standard. Each participant will be provided with the opportunity to audit a system against the requirements of the standard.

In addition each participant will lead an audit team, measure the system against the standard requirements and apply the techniques of planning, executing, recording and closeout audit processes and findings against the applicable standard requirements. This is a practical course and will assess participants against the requirements of applying auditing techniques and knowledge in compliance to each section of the standards. The course concludes the development of a detailed audit report that will be made available to the audited facility. The audit report will be submitted for assessment to ensure the participant is capable of conducting an audit in a professional manner.

LEAD AUDITOR COURSE - ISO 14001:2004

ISO 14001:2004 requires that you periodically assess the effectiveness of your environmental management system through the conducting internal audits.

The Lead Auditor course is designed for the employees that have been identified to conduct internal assessments and that are capable of leading audit teams.

The course work includes audit-sampling methods, interviewing techniques, effective listening skills and value-added report writing conducted practically at a pre-determined location. Special emphasis is devoted to effective application of all the requirements of the ISO 14001:2004 as well as ISO 19011:2012 standards. This course is designed specifically for those individuals responsible for conducting internal audits against the ISO 14001:2004 Standard and to prepare the participant to lead auditing teams against the requirements of ISO19011:2012. This course is at an advanced level and participants must be conversant with the requirements of the ISO 14001:2004 standard. Each participant will be provided with the opportunity to audit a system against the requirements of the standard.

In addition each participant will lead an audit team, measure the system against the standard requirements and apply the techniques of planning, executing, recording and closeout audit processes and findings against the applicable standard requirements. This is a practical course and will assess participants against the requirements of applying auditing techniques and knowledge in compliance to each section of the standards. The course concludes the development of a detailed audit report that will be made available to the audited facility. The audit report will be submitted for assessment to ensure the participant is capable of conducting an audit in a professional manner.

LEAD AUDITOR COURSE - FOOD SAFETY

This course has been designed for those working in all sectors of the food and beverage industries who establish, implement and manage food safety management systems including food safety team leaders, certification body personnel, HACCP co-ordinators, food safety managers, quality managers and technical managers, auditors, Environmental Health practitioners and consultants.

Food Safety management, i.e. either Comprehensive HACCP or Effective ISO 22000 Facilitation training is required as a prerequisite for attendance. Alternative experience and or training will be considered and these participants may be required to write a pre-course examination in order to register.