ISO 14001:2015 Management Systems Auditor Lead Auditor Conversion Training Course

Objectives
- Delegates will benefit from the course by obtaining the knowledge, skills and confidence to audit their organization's ISO 14001 management system.
- Organizations will benefit by having knowledgeable and trained personnel who can assist in the development of their ISO 14001 management system and improve their environmental performance.

People concerned
- Delegates who need to perform 1st, 2nd and 3rd party ISO 14001 audits.
- Delegates who need to manage or develop an organization's ISO 14001 system.
- Delegates who seek 3rd party certification to ISO 14001.

Prerequisites
- Thorough knowledge of ISO 14001:2015.

Content
- Environmental Management Systems.
- Detailed review of the ISO 14001 requirements.
- ISO 14001 policy review.
- Understanding the major concepts of the ISO 14001.
- Implementation and maintenance of an environmental management system.
- Requirements for monitoring an environmental management system.
- Planning and performing the audit of an environmental management system.
- Preparation of the audit report.
- Corrective action and audit follow-up.
- Integrated management systems.
- IRCA Auditor and Lead Auditor registration.

Information
- Fees: $ 850 (excl. VAT).
- Code: AF/20.06.
- Location: Furn El Chebbak, Beirut, Lebanon.

3 days + 2 hours written examination.
ISO 9001:2015 Management Systems Auditor Lead Auditor Training Course

**Objectives**
- Interpret ISO 9001:2015 requirements
- Plan, perform and report 1st, 2nd and 3rd party audits in accordance with ISO 19011
- Establish internal and external audit programs
- Verify corrective actions
- Assist the company to improve and satisfy the requirements of the appropriate ISO 9000 Series

**People concerned**
- Delegates who need to perform 1st, 2nd and 3rd party audits
- Delegates who need to coordinate and develop a company’s quality system, brief or train others on ISO 9001 and audit
- Delegates who assess the capability and performance of suppliers
- Delegates who advise management on audit and quality improvement

**Prerequisites**
- 5 years’ professional experience, including 2 years in quality, and very thorough knowledge of the ISO 9001 standard.

**Content**
- Quality, Quality Assurance and Quality Management
- Background to the ISO 9000 series
- Quality management and system audit in business
- Types and methods of audit
- Planning and preparing for an audit
- Performing an audit, including investigation techniques
- Corrective action and audit follow-up
- Audit and management review as tools for improvement
- IRCA Auditor and Lead Auditor registration

**Information**
- **Dates:** From July 20 to 24, 2020
- **Fees:** $ 1 050 (excl. VAT)
- **Code:** AF/20.04
- **Location:** Furn El Chebbak, Beirut, Lebanon
CQI IRCA-REGISTERED CERTIFIED TRAININGS
& INTERNAL AUDIT TRAINING COURSES

ISO 45001:2018 Management Systems Auditor
Lead Auditor Conversion Training Course

Objectives
- Delegates will benefit from the course by obtaining the knowledge, skills and confidence to audit their organization’s OH&S management system
- Organizations will benefit by having knowledgeable and trained personnel who can assist in the development of their OH&S management system and improve their safety performance

People concerned
- Delegates who need to perform 1st, 2nd and 3rd party OH&S audits
- Delegates who need to manage or develop an organization’s OH&S system
- Delegates who seek 3rd party certification to ISO 45001

Prerequisites
- Thorough knowledge of the ISO 45001:2018 standard

Content
- Operational Health and Safety Management Systems
- Detailed review of ISO 45001:2018 standard
- OH&S policy review
- OH&S objectives
- Hazard identification
- Risk assessment
- Legal requirements
- OH&S auditing skills
- Performing an OH&S audit
- Corrective action and audit follow-up
- Integrated management systems
- IRCA Auditor and Lead Auditor registration

Information
- Dates: From June 22 to 24, 2020
- Fees: $ 850 (excl. VAT)
- Code: AF/20.02
- Location: Furn El Chebbak, Beirut, Lebanon
ISO 50001:2018 Management Systems Auditor Lead Auditor Training Course

**Objectives**
- This training course allows you to become an IRCA EnMS auditor, to interpret ISO 50001 and its requirements, to draw up an internal and external audit program, to plan, perform and report on audits.

**People concerned**
- Any professional wishing to conduct first-, second- and third-party audits according to ISO 5001 and to become an IRCA-certified EnMS auditor.

**Prerequisites**
- This training course is intended for professionals with knowledge of the following: ISO 50001 requirements, energy management principles and concepts, having already conducted audits.

**Content**
- **Management system audit:**
  - Energy management system audit basics
- **Energy management systems:**
  - Reminders on the structures of management system standards, ISO 50001 standard
- **Audit methodology:**
  - Audit process
  - Audit preparation
  - Field performance
  - Concluding an energy management system audit
  - IRCA Auditor and Lead Auditor registration

**Information**
- **Dates:** To be scheduled
- **Fees:** $1,350 (excl. VAT)
- **Code:** AF/20.07
- **Location:** Furn El Chebbak, Beirut, Lebanon

5 days + 2 hours written examination
CQI IRCA-REGISTERED CERTIFIED TRAININGS
& INTERNAL AUDIT TRAINING COURSES

IRCA FSSC 22000:2018 Management Systems Auditor Lead Auditor Training Course

Objectives
- Delegates will benefit from the course by obtaining the knowledge, skills and confidence to audit their organization’s Food safety management system
- Organizations will benefit by having knowledgeable and trained personnel who can assist in the development of their Food safety management system and improve their safety performance

People concerned
- Delegates who need to perform 1st, 2nd and 3rd party FSMS audits
- Delegates who need to manage or develop an organization’s Food safety system
- Delegates who seek 3rd party certification to ISO 22000

Prerequisites
- 5 years’ professional experience in the food industry, including 2 years in FSMS, and very thorough knowledge of the ISO 22000 standard.

Content
- Explanation of the principles, processes and techniques used for the assessment and management of food safety hazards
- ISO 22000:2018, the ISO 9000:2015 series ; guidance documents (ISO 15161:2002) ; industry practice; standard operating procedures ; and the legislative framework relevant to a FSMS
- Interpret the requirements of ISO 22000:2018 in the context of an audit of an organization’s FSMS
- Plan, conduct, report and follow up of food safety management systems audit in accordance with the ISO 19011 guidelines

Information
- Dates: From January 27 to 31, 2020
- Fees: $ 1 050 (excl. VAT)
- Code: AF/20.08
- Location: Furn El Chebbak, Beirut, Lebanon
INTERNAL AUDIT TRAINING COURSES

Internal Audit of Quality Management Systems

**Objectives**
- Understand and apply the internal audit technique for QMS.

**People concerned**
- Internal auditors
- Quality managers
- Quality officers
- Any person responsible to audit a quality management system

**Prerequisites**
- No prerequisites for this training course.

**Content**

**Identify the key points of the audit process:**
- Objectives of the audit
- Different phases of the audit
- Role and behavior of the auditor

**Prepare the audit:**
- Objectives and scope of the audit
- Analysis of the entity to be audited
- Elaboration of the audit plan

**Perform the audit:**
- Conduct the opening meeting
- Conduct the different interviews with the entities to be audited
- Observations, data collection and taking notes
- Detection of gaps and analysis

**Conclude the audit:**
- Conduct the closing meeting
- Elaboration of the audit report

**Information**

**Dates:** February 24-25, 2020
July 14-15, 2020

**Fees:** $300 (excl. VAT)

**Code:** AF/20.01  AF/20.03

**Location:** Furn El Chebbak, Beirut, Lebanon
INTERNAL AUDIT TRAINING COURSES

Internal Audit of Food Safety Management Systems
(ISO 22000: 2018)

Objectives
- This course has been developed for the benefit of clients wishing to understand and implement the latest ISO 22000:2018 requirements. It also provides clients with the required knowledge and skills to perform an internal audit based on the requirements of ISO 22000: 2018 Food Safety Management Systems
- Recognize the adoption of the new high level structure in ISO 22000:2018
- Describe the process and risk-based approach of ISO 22000:2018
- Apply the food safety and management system requirements of ISO 22000:2018
- Describe the role of internal audit in the maintenance and improvement of management systems
- Plan, conduct, report and follow up an internal audit of part of a FSMS in accordance with ISO 19011

People concerned
- Those involved in the planning, implementing or supervising of an ISO 22000:2018 food safety management system
- Internal auditors who are required to perform internal audits for their company’s ISO 22000: 2018 system. They may be management representatives, production managers, QA executives etc.

Prerequisites
- Knowledge of HACCP principles and prerequisite programs (PRPs) are recommended.

Content
- Introduction to Food Safety and ISO 22000: 2018
- New High-Level Structure (HLS) System & Requirements of ISO 22000: 2018
- Process approach and risk-based thinking
- Operational requirements
- Introduction to types of audit and requirements
- Attributes, Knowledge and Skills of Auditor
- Process Approach to Auditing
- Auditing techniques
- Plan, prepare and conduct and report an audit

Information
Dates: July 21-23, 2020
Fees: $ 450 (excl. VAT)
Code: AF/20.05
Location: Furn El Chebbak, Beirut, Lebanon

3 days + 45 min written examination
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All trainings can be organized in UAE, Qatar, KSA or any other Middle Eastern country.