

Becoming an Integrated Management Systems Lead Auditor

5-day workshop conducted by expert trainers from PwC Australia



Receive a **Certificate of Attainment** for:

- Exemplar Global QM
- Exemplar Global EM
- Exemplar Global OH
- Exemplar Global AU
- Exemplar Global TL

Objective

This course will allow participants to have the knowledge to conduct internal or external audits of an Integrated Management System, either as a sole auditor, a member of an audit team, or as the team leader.

Trainers

PwC Australia has a team of expert trainers who are all practicing auditors in the fields of Quality, Environmental, and OHS Management Systems certification. Their trainers have great delivery and training techniques, and make the course relevant and practical with real auditing experiences.

Assessment

During the course, participants will complete a series of workshops which form part of the assessment. Upon the completion of each module there is a short multiple choice exam. Participants receive continual assistance and feedback from the facilitator.

Overview and benefits of attending

Participants learn how to perform an audit in accordance with ISO 19011:2011 Guidelines for Auditing Management Systems. The course provides a comprehensive and practical understanding of how to conduct a successful internal or external audit, either as part of an audit team or as the team leader.

We will focus in particular on the principles and procedures of auditing, the importance of planning, the roles and responsibilities of an auditor, how to gather effective audit evidence and report on the audit findings, and the required follow up activities as an auditor.

Participants also learn the auditing requirements of ISO 9001, ISO 14001, and OHSAS 18001, and how to best apply and integrate each of the standards for the benefit of an organisation.

Who should attend?

Designed to cater to a variety of people currently involved in the audit and Integrated Management System ("IMS") process, you should attend if you:

- want to become an internal Quality, Environmental, OHS, or IMS auditor
- want to become a 3rd party IMS auditor
- need to write and implement an IMS
- are involved in the Quality, Environmental, OHS, or IMS management process
- are managers responsible for their IMS and IMS auditing
- wish to consolidate their existing knowledge into a formal qualification.

A business background is preferred, however prior experience in auditing and management systems is not essential.



Workshop agenda

This 5 day specialised course provides a comprehensive and practical understanding of:

- ISO 19011:2011 Guidelines for auditing management systems
- ISO 9001:2015 Quality management systems - Requirements
- ISO 14001:2015 Environmental management systems - Requirements with guidance for use
- OHSAS 18001:2007 OHS management systems - Specification with guidance for use.

All participants will receive a complimentary copy of ISO 9001, ISO 14001, and OHSAS 18001, along with all learning materials.

Monday

Introduction to Management Systems Auditing

- Introduction to auditing
- Roles and responsibilities of an auditor
- Principles and procedures of auditing
- Communication skills and interview techniques
- Setting appropriate audit objectives, goals, and criteria
- Documentation requirements

Tuesday

Management Systems Auditing

- Planning a Management Systems audit
- How to ensure that audits add value to an organisation
- Auditing as a Team Leader
- Effective audit evidence
- Difference between Corrective and Preventive actions
- Management Systems auditing scenarios
- Developing the audit report and writing audit findings

Qualification

Upon successful completion of the course, each participant will receive a Certificate of Attainment which identifies the 5 Exemplar Global competencies below:

- Exemplar Global QM
- Exemplar Global EM
- Exemplar Global OH
- Exemplar Global AU
- Exemplar Global TL



If you wish to become a registered third-party, or external Quality, Environmental, OHS, or Integrated Management Systems auditor with Exemplar Global, completing this course is the first step.

Once you have obtained the Exemplar Global competencies from this course, you can follow either a qualification-based certification path, or competency-based.

A full explanation of the requirements to become certified with Exemplar Global can be found on their website (<http://exemplarglobal.org/>) or contact us for more information.

Wednesday

Quality Management Systems

- Scope of Quality, Environmental, and OHS systems within an Integrated Management System
- Documentation requirements of ISO 9001
- Auditing requirements of ISO 9001

Thursday

Environmental and OHS Management Systems

- Requirements of ISO 14001
- Environmental Aspects and Impacts
- Requirements of OHSAS 18001
- Organisational Hazards and Controls

Friday

Auditing scenarios

- Review of Integrated Management System requirements
- IMS audit scenarios
- Course review

Registration fee

Early Bird Rate:

PwC Clients & Alumni: S\$2,345
Public: S\$2,495
(Includes 7% GST)

Normal Rate:

PwC Clients & Alumni: S\$2,495
Public: S\$2,645
(Includes 7% GST)

How to register

Please fill in the registration form attached below and send it to academy.sg@sg.pwc.com

For more queries, please contact Ms. Siti or Ms. Maimunah at (65) 6236 3957/3.

A complete calendar of training courses can also be found on our website www.pwc.com/sg/academy

Registration Form

Rates	PwC Clients & Alumni	Public
Early Bird Rates*	S\$2,345	S\$2,495
Normal Rates	S\$2,495	S\$2,645

* Early Bird Rates: To qualify for early bird registration, **registration fees must be received at least one month before the workshop**. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

Group discounts for 2 participants & above: 10%

Please register the following person/s for the workshop on:

11-15 September, 2017 (9am – 5pm)

1. Name: Mr/Ms/Mdm Designation:
Email: Contact No:
2. Name: Mr/Ms/Mdm Designation:
Email: Contact No:

Contact Person

Name: Mr/Ms/Mdm Designation:

Company: Address:

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Email: Contact No.: Fax:

Enclosed is cheque for S\$..... (Cheque no.) made payable to
“PricewaterhouseCoopers Risk Services Pte Ltd”

Registration and Payment

Registrations can be done by telefax at (65) 6236 3300 but will only be confirmed upon receipt of payment and registration form. Please mail the registration form and payment to **8 Cross Street, Level 10 Mail Centre, PWC Building Singapore 048424 (Attn: Siti/Maimunah, M&C Dept)**. For registration and enquiries, please call Ms Siti or Maimunah at (65) 6236 3957/3 or email us at academy.sg@sg.pwc.com

Note:

- Fees includes 7% GST, refreshment, lunch and seminar kit.
- The seminar will be conducted at a dedicated training room in PwC Building or at a venue located near an MRT.
- All coursework and assessments are conducted and completed during class hours, there is no homework.
- Certificate of Attainment will be awarded promptly on successful completion of the workshop.
- The course will not be cancelled.
- Trainers are practicing audit professionals.

Cancellation policy:

Full payment must be made prior to the seminar.

Registered participants will be liable for the full fee even in the event of non-attendance.

Upon receipt of registration, any request for cancellation or a replacement must be confirmed in writing at least **(7) working days** before the seminar and subject to PwC's Academy's approval.

10% administrative fee will be imposed for any cancellation or deferment received less than **(5) working days** before the seminar. PwC's reserves the right to amend, postpone or cancel the seminar due to unforeseen circumstances.

Tax deduction

Companies can claim 400% tax deductions or 40% cash payout of total registration fees under the Productivity and Innovation Credit (PIC) Scheme. Terms and Conditions apply. For more information, please visit the IRAS website at <https://www.iras.gov.sg/irashome/Schemes/Businesses/Productivity-and-Innovation-Credit-Scheme/>