

SWISSCERT

QUALITY TRAINING FOR THE NEW MILLENNIUM

SWISSCERT certification (an internationally Accredited Registrar / Certification Body) is provider of international CQI (Chartered Quality Institute) and IRCA (International Register of Certificated Auditors) & IEMA (Institute of Environment Management & Assessment) registered Lead Auditor (Assessor) and Internal Auditor training courses for ISO 9000, ISO 14000 & OHSAS 18000 standards in conjunction with iQMS (**iQ Management Systems, UK**). Our Lead Auditor & Internal Auditor training Courses are provided on a worldwide basis and in a variety of languages.

TRAINING RECOGNITION

SWISSCERT training partner, iQMS (**iQ Management Systems, UK**) is a highly qualified members of professional institutes and other organizations, including the CQI and IRCA (Chartered Quality Institute and International Register of Certificated Auditors) & IEMA (Institute of Environment Management & Assessment).

NEW CQI AND IRCA CERTIFIED COURSE LEVEL

There are three levels of CQI and IRCA Certified Training courses:

FOUNDATION – For those who are new to quality or auditing, or who work in other professions

PRACTITIONER – For those who are currently practicing quality or auditing and are in, or aspire to middle management.

PROFESSIONAL – For those who are currently practicing quality or auditing and are in, or aspire to leadership or senior management.

WHAT MAKES US DIFFERENT

iQMS has been specialized in management systems training and consultancy since 1990. It has a global partnership network that spans Europe and Asia, and that network is growing all the time. Clients come in all shapes and sizes and from all sectors. It would be wrong to try and define a typical iQMS client, but they regularly work with organisations from public and commercial sectors, providers of financial services, pharmaceuticals, construction, facilities management, engineering, manufacturing, medical devices, you name it. SWISSCERT has highly qualified tutors for conducting training courses. These tutors have also conducted various training courses in different countries.


A1. ISO 9001: 2015 FOUNDATION COURSE

Developed specifically for those implementing quality management, involved in quality assurance for the first time, or wishing to attend a registered auditor course without prior experience of quality systems. The course includes lectures and practical workshops.

Course Details	
Duration	1 day
Times	09:00 - 18:00
Content	<ul style="list-style-type: none">• Background to Quality Assurance• Setting quality objectives• The ISO 9001:2015 series standards• Measurement and analysis• Process Approach• Continual improvement• The 7 quality management principles• Organizational Context• ISO 9001 clause requirements• Risk based thinking
Recognition	SWISSCERT

A2. ISO 9001: 2015 INTERNAL AUDITOR COURSE

This course is suitable for you if you are, or will be, responsible for conducting quality systems audits within your organisation and you want to use the most appropriate and reliable techniques.

Course Details	
Duration	2 days
Times	09.00 - 18:00
Content	<ul style="list-style-type: none">• Plan-Do-Check-Act methodology and other fundamental quality management principles• Business process auditing• Risk based thinking• Quality Internal Auditor• The structure and principles of the ISO 9000 series standards• ISO 9001:2015 requirements• Quality management system implementation issues• Effective auditing techniques and good audit practice
Recognition	<p>SWISSCERT or CQI and IRCA Certified Training Course</p> <p> CERTIFIED COURSE IRCA A17944</p>


A3. ISO 9001: 2015 LEAD AUDITOR COURSE

This course is suitable for you if you are seeking registration as an auditor under the IRCA Auditor registration scheme. You will also find this course useful if you are an internal auditor and want to develop your competence both as an auditor and a leader of an audit team.

Course Details	
Duration	5 days
Times	09.00 – 18.00
Content	<ul style="list-style-type: none">• ISO 9001:2015 – evidence required for conformity• Roles and responsibilities of auditors and lead auditors• Processes and techniques for planning, conducting & reporting audits• Audit follow-up activities and auditing for continual improvement
Recognition	CQI and IRCA Certified Training Course  CERTIFIED COURSE IRCA A17945

A4. ISO 9001: 2015 AUDITOR TRANSITION COURSE

This highly interactive two-day training course is designed to transition existing registered auditors and auditors of 9001 certified businesses to the new ISO 9001:2015 international standard. This course offers the most effective way to equip delegates with the skills and knowledge to audit against the revised standard. Delegates will also find the interactive nature of the course; it's challenging content and extensive use of team-based exercises, stimulating and surprisingly enjoyable.

Course Details	
Duration	2 days
Times	09.00 – 18.00
Content	<ul style="list-style-type: none"> • The structure of a generic management system based on Annex SL Appendix 2 and the implications of this from an audit perspective • The requirements for understanding the organization and its context and how they may be audited • The new and enhanced requirements for leadership and how they may be audited. • The requirements for determining and addressing risks and opportunities and how they may be audited • The enhanced requirements concerning the process approach and how they may be audited • How to adapt your auditing technique to accommodate the new and amended requirements in ISO 9001:2015
Recognition	<p>SWISSCERT or CQI and IRCA Certified Training Course</p>  <p>CERTIFIED COURSE IRCA A17949 IRCA A17951</p>


B1. ISO 14001: 2015 FOUNDATION COURSE

Designed to provide you with a thorough knowledge of environmental management systems, allowing you to develop and effectively implement a certifiable system. The course focuses on developing a system around identified aspects and legislation in order to ensure continual improvement and prevention of pollution.

Course Details	
Duration	1 day
Times	09:00 - 18:00
Content	<ul style="list-style-type: none">• Benefits of an effective EMS to businesses• Essential environmental terminology and familiarization with ISO 14001 definitions• Purpose and intent of an environmental management system• Environmental issues and how to assess and determine environmental aspects and impacts• Understanding organizational context and a risk-based approach• Summary of key environmental legislation and relevance of legislation to an EMS• Structure and key requirements of ISO 14001• Setting environmental objectives• Continual improvement process for an EMS• Monitoring, measurement and analysis
Recognition	SWISSCERT



B2. ISO 14001: 2015 INTERNAL AUDITOR COURSE

This course is suitable for you if you are, or will be, responsible for conducting environmental management system audits within your organisation and you want to use the most appropriate and reliable techniques.

Course Details	
Duration	2 days
Times	09:00 - 18:00
Content	<ul style="list-style-type: none">• Basic environmental thinking and risk-based concepts• Structure and principles of an environmental management system• Plan-Do-Check-Act methodology, environmental management principles• Overview of key ISO 14001:2015 requirements• Auditors roles and responsibilities• Types of environmental audit• Effective auditing techniques and good audit practices• Reporting valid findings and managing corrective actions
Recognition	<p>SWISSCERT or CQI and IRCA Certified Training Course</p> <p> CERTIFIED COURSE IRCA A17946</p>

B3. IEMA/IRCA ISO 14001:2015 LEAD ENVIRONMENTAL AUDITOR COURSE


If you are responsible for implementing or maintaining an environmental management system then this IEMA registered course is for you. You will develop a detailed understanding of environmental aspect evaluation, legislative compliance and continual improvement.

Course Details	
Duration	5 days
Times	09:00 - 18:00
Content	<ul style="list-style-type: none"> • Overview of current environmental thinking • Structure and requirements of ISO 14001:2015 & EMAS • Key environmental concepts and essential terminology • Key focus areas for auditing core environmental processes • Overview of current environmental legislative requirements and relevance to auditing • Objectives and types of environmental audits • Certification (based on ISO 17021) and verification processes for EMS • Roles and responsibilities of auditors and of lead auditors • Auditor skills & development • Processes and techniques for planning, conducting & reporting audits • Audit follow-up activities and auditing for continual improvement • Effective audit planning, execution and reporting based on current auditing standards • Identifying valid findings, non-conformances and corrective action management • Auditor registration
Recognition	<p style="text-align: center;">Institute of Environment Management & Assessment (IEMA)</p> <div style="text-align: center;">  </div> <p style="text-align: center;">& CQI and IRCA Certified Training Course</p> <div style="text-align: center;">  </div> <p style="text-align: center;">CERTIFIED COURSE IRCA A17948</p>

B4. ISO 14001:2015 AUDITOR TRANSITION COURSE


This highly interactive two-day training course is designed to transition existing registered auditors and auditors of 14001 certified businesses to the new ISO 14001:2015 international standard. This course offers the most effective way to equip delegates with the skills and knowledge to audit against the revised standard.

Delegates will also find the interactive nature of the course; it's challenging content and extensive use of team-based exercises, stimulating and surprisingly enjoyable.

Course Details	
Duration	2 days
Times	09:00 - 18:00
Content	<ul style="list-style-type: none"> • The structure of a generic management system based on Annex SL Appendix 2 and the implications of this from an audit perspective • The requirements for understanding the organization and its context and how they may be audited • The new and enhanced requirements for leadership and how they may be audited • The requirements for determining and addressing risks and opportunities and how they may be audited. • The enhanced requirements concerning the process approach and how they may be audited • How to adapt your auditing technique to accommodate the new and amended requirements in ISO 14001:2015 • Understanding the new requirements of taking a Life Cycle Perspective in ISO 14001:2015 and an introduction to environmental thinking when applying a Life Cycle Approach
Recognition	<p>SWISSCERT or CQI and IRCA Certified Training Course</p>  <p>CERTIFIED COURSE IRCA A17950 IRCA A17951</p>

C.ISO 14001 / 9001:2015 COMBINED AUDITOR TRANSITION COURSE

This highly interactive three day modular training course is designed to transition existing registered auditors and auditors of 14001 and 9001 certified businesses to the new ISO 14001:2015 and 9001:2015 international standards. This course offers the most effective way to equip delegates with the skills and knowledge to audit against the revised standards. Delegates will also find the interactive nature of the course; it's challenging content and extensive use of team-based exercises, stimulating and surprisingly enjoyable.

Course Details	
Duration	3 days
Times	09:00 - 18:00
Content	<ul style="list-style-type: none"> • The structure of a generic management system based on Annex SL Appendix 2 and the implications of this from an audit perspective • The requirements for understanding the organization and its context and how they may be audited • The new and enhanced requirements for leadership and how they may be audited. • The requirements for determining and addressing risks and opportunities and how they may be audited • The enhanced requirements concerning the process approach and how they may be audited. • How to adapt your auditing technique to accommodate the new and amended requirements in ISO 14001:2015 and 9001:2015 • Understanding the new requirements of taking a Life Cycle Perspective in ISO 14001:2015 and an introduction to environmental thinking when applying a Life Cycle Approach
Recognition	<p>SWISSCERT or CQI and IRCA Certified Training Course</p>  <p>CERTIFIED COURSE IRCA A17949 IRCA A17950 IRCA A17951</p>

D1. OHSAS 18001:2007 FOUNDATION COURSE

This intensive one-day course is designed to provide delegates with a thorough knowledge of the OHSAS 18001:2007 health and safety management system standard and its implementation requirements. Attendees will develop a detailed understanding of the 18001:2007 requirements allowing them to make a judgment on whether this system is the best way forward. If you have already decided that 18001:2007 will be of benefit to your company then the course may help you to identify the requirements and pitfalls before you start, avoiding costly mistakes.

Course Details	
Duration	1 day
Times	09.00 – 18.00
Content	<ul style="list-style-type: none">• Background to Health & Safety management• OHSAS 18001:2007 requirements• Health & Safety policy• Performance standards• Health & Safety management system implementation
Recognition	SWISSCERT

D2. OHSAS 18001: 2007 INTERNAL AUDITOR COURSE

This highly interactive two-day training programme focuses on the principles and techniques that are required to effectively audit health and safety systems. This course is registered with the International Register of Certificated Auditors (IRCA). This course is essential for those who will undertake internal health and safety management system audits, or who will be required to plan, manage and implement an internal audit programme. The course does not require any past auditing or health and safety management experience.

Course Details	
Duration	2 days
Times	09.00 – 18.00
Content	<ul style="list-style-type: none">• Health & Safety management• OHSAS 18001:2007 awareness• Types of audit• Audit protocols & techniques• Checklist development & use• NCR's and categorization• Auditor skills• Audit case study and role-play
Recognition	SWISSCERT

E. INTEGRATED MANAGEMENT SYSTEMS (IMS) INTERNAL AUDITOR – ISO 9001/14001:2015 & OHSAS 18001:2007 COURSE

This integrated management systems internal auditor programme combines the disciplines of quality, environmental and health & safety management auditing based on the ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards. This course is essential for those who will undertake internal integrated management system audits based on the ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards, or for those who will be required to plan, manage and implement internal audit programmes.

Course Details	
Duration	3 days
Times	09.00 – 18.00
Content	<ul style="list-style-type: none"> • Overview of ISO 9001:2015 quality, ISO 14001:2015 environmental and OHSAS 18001:2007 health & safety management system requirements • Plan-Do-Check-Act methodology • Quality, environmental and health and safety management principles • Risk-based thinking • Auditors roles and responsibilities • Types of audits • Effective auditing tools and techniques and good audit practices • Reporting valid findings and managing corrective actions
Recognition	SWISSCERT

F1. INTERNAL FOOD SAFETY AUDITOR COURSE

This highly interactive two-day training programme is designed for those people who require a sound understanding of the techniques and principles of food safety auditing. It also covers the role of the food safety auditor in the development and improvement of an effective food safety management system. This course is essential for those who will undertake internal food safety audits, or who will be required to plan, manage and implement internal audit programmes.

Course Details	
Duration	2 days
Times	09.00 – 18.00
Content	<ul style="list-style-type: none">• Introduction to food safety management systems• Introduction to auditing• Audit preparation including audit scheduling, audit planning and audit checklists• Performing the audit including opening meetings, non-verbal communications, question techniques, resolving conflict and gathering objective evidence.• Presentation of audit findings including the evaluation of audit findings, non-conformity classification, corrective action requests, developing an audit report, closing meeting and root cause analysis.• Follow up activities• Key to successful internal audits
Recognition	SWISSCERT

F2. RSPH LEVEL 2 HACCP FOR MANUFACTURERS COURSE

The Level 2 Certificate in HACCP is appropriate for all persons employed in food and food related businesses that need to have an understanding of HACCP. It is particularly useful for those involved in the implementation and maintenance of HACCP and individuals who are, or intend to become, members of HACCP teams.

Course Details	
Duration	1 day
Times	09.00 – 18.00
Content	<ul style="list-style-type: none">• Introduction to HACCP• Prerequisite programs• Describing the product• Intended use of products• Process flow diagrams• Hazard analysis• Determining critical control points• Determining critical limits• HACCP Monitoring• Corrective actions• Verification and validation• HACCP Documentation• HACCP Review
Recognition	SWISSCERT

Terms & Conditions

1. APPLICATION PROCEDURE

Please confirm the Booking by submitting a signed Registration Form with the relevant details along with the fee payable to SWISSCERT PVT. LTD., New Delhi and sent at the address mentioned below.

The seats in the courses are limited to maximum of 20 participants, and are allocated on first-come-first served basis.

2. COURSE MATERIAL

Pre-course material will be sent in advance for preparation. Course kit comprising detailed course material and International Standards on QMS, EMS, and OHSAS is given to each participant.

3. CERTIFICATE

Those participants, who successfully complete the continuous assessment during the course and also the written examination, which is conducted on last day of the course, **will be issued a qualified certificate by iQMS; U.K.** Otherwise iQMS will issue an attendance certificate for the same. And likewise for the course recognized by SWISSCERT, a certificate will be issued to the participants who successfully complete the course.

4. CANCELLATION POLICY

In case of any last minute inability of confirmed participant, the nomination can be transferred to their colleagues. However in case of total inability to participate, the nomination can be referred to next course provided advance intimation is given to SWISSCERT PVT. LTD. SWISSCERT reserves the right to reschedule or cancel any programme in the event of minimum registration requirements are not met.

For further details, please contact: -

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