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Course Reference No.: IMS-M02
Integrated (SHEQ) Management
Systems Internal Auditor
BASED ON ISO 9001:2015; ISO 14001:2026;
ISO 45001:2018 & ISO/SANS 19011:2019

Course Overview

This course provides training on conducting Internal (SHEQ) Integrated management systems audits. It discusses the principles of Auditing, Risk assessment principles, and approaches, including internal and supplier audits. Verify and guide organisations with the nonconforming and corrective action processes, the importance of management's involvement, on-site verification methods, and techniques, how to measure the efficiency and effectiveness of processes, and how to record Findings and Corrective Actions.

Duration: 5 Days (incl. Exam)

COURSE OUTCOMES

- Describe the Purpose of an Integrated (SHEQ) Management System, of management system audits and of third-party certification
- Understanding Quality, Occupational Health & Safety, and Environmental Management definitions, concepts, and guidelines
- Understanding Integrated (SHEQ) management system requirements
- Understanding the roles and responsibilities of the auditor
- Describe the roles and responsibilities of Lead auditors and auditors
- Plan, conduct and report audit effectively in accordance with ISO/SANS 19011:2019
- Follow-up Activities of an effective internal process
- Corrective Action processes

Pre-requisite:

A prior knowledge of ISO 9001:2015; ISO 45001:2018, and ISO 14001:2026 requirements through 5-day Understanding & Implementation; or 5-day Management System Administrator, Management Systems Development course etc.

Who should attend:

Any person who completed a course that was 5 days on understanding and implementation; or Internal auditing transition course and preferably having 2 years exposure of management systems that are International standards comparable. A person who was assessed through the recognition of prior learning (RPL) met the assessment criteria.



COURSE CONTENT

Day 1 –2

South African Auditing and Training Certification Authority (SAATCA); and ISO 9001, ISO 45001 & ISO 14001 standards

- Overview of Combined Management Systems
- Terms & Definitions used in the standards
- Annex SL
- Preview of ISO 9001:2015 Quality; ISO 45001:2018 Occupational Health & Safety; and ISO 14001:2026 Environmental, Management System requirements

Day 3

Introduction to Auditing

- Auditing principles
- Auditor behaviour
- Auditor skills and conduct

*Case studies & scenarios are provided
for the duration of the 5 days*

Day 4

Audit Planning

- Managing an Audit programme
- Developing an Audit programme
- Implementing an Audit programme
- Select and determine Audit methods
- Assigning responsibilities for Audit team members
- How to write up nonconformance reports
- Conducting the Audit
 - Generating Audit findings
- How to conduct Opening and Closing meetings

Day 5

Roleplay, Assessment and Evaluation

- Preparing Audit Reports And Discussing Audit Findings
- Audit Report Distribution
- Conducting Audit follow-ups

Date: As per schedule

**Venue: 31 Beacon Road, Florida North, Roodepoort
OR Online via Microsoft Teams**

Please note classes will only commence once the minimum of 5 learners are registered

NQF 5
13 Credits
SAQA
66189

Assessments are done in the following way:

- ☐ Continuous assessment
- ☐ Portfolio of Evidence (Including but not limited to SAATCA / IRCA requirements)