



Team Consultants (S) Pte Ltd

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The Professional Consultant with over 16 years of proven track records

Date

03&04 Jun 2009

01&02 Jul 2009

05&06 Aug 2009

09&10 Sep 2009

Due to unforeseen circumstances that may arise, we reserve the right to re-schedule or cancel the course

Time

9.00am – 5.30pm
(Day 1 & Day 2)

Course Fee

S\$650 per participant

(subj. to GST)

Inclusive of training materials, lunch, coffee/tea breaks.

[SDF Approved Course]

CPD Programme: CPD/088/A1B/003

SDU Point Awarded: 14

Venue

To be confirmed

We specialise in providing auditing, training, and consultancy services for ISO 9000, ISO 14000, OHSAS 18000, ISO/TS 16949, AS 9100, HACCP, People Developer, Cost of Quality (COQ), SQC/SQA Award, and Total Quality Managements.

***Learn It Right
The First Time !***

Internal QEHS Auditor Training Course

This integrated course is specially designed to equip participants with

- A full understanding of how internal audit activities contribute to the effective implementation of a ISO 9001, ISO 14001 and OHSAS 18001.
- The practical know-how of the complete internal audit cycle from planning, preparation to reporting and follow-up.

Course Outline

- ♦ Audit Terms / Vocabulary
- ♦ ISO 9001, ISO 14001 and OHSAS 18001 Standard walk through
- ♦ System Documentation Structure
- ♦ Planning the Audit
- ♦ Development of audit checklist
- ♦ Audit skills & Techniques
- ♦ Conduct of Opening & Closing Meetings
- ♦ Recording findings
- ♦ Report preparation & presentation
- ♦ Follow-up on audit findings
- ♦ Case Studies / Syndicate exercises

Who should attend

Managers, engineers, quality professionals and all personnel involved in establishing, implementing & maintaining internal quality audits based on ISO 9001, ISO 14001 and OHSAS 18001 Standards.



We look forward to your participation.

Please do contact us should you require more information

----- **Fax your Course Registration to 6298 4277** -----

Name: (1) _____ Designation: _____

(2) _____ Designation: _____

(3) _____ Designation: _____

Company: _____

Address: _____

Contact Person: _____ Designation: _____

Email Address: _____

Telephone: _____ Ext: _____ Fax: _____

Please make cheques payable to **“Team Consultants (S) Pte Ltd”**

Cancellation Policy: No refund will be made for cancellation received within 14 days or less before commencement of the course. All cancellation shall be made in writing.