

## **LEVEL 2**

### **1. AIS-MS-002 Designing and Implementing Effective Management Systems: ISO 14001:2004, ISO 9001:2000 & OHSAS 18001: 1999**

#### **Course Overview:**

The course is interactive and is aimed at directors, managers and professionals, who wish to gain an understanding of Management Systems, develop skills in designing and implementing management system and application in their organizations improvement strategy.

#### **Aims**

At the end of the course, participants will understand:

- The background to Management Systems
- Various Management Systems
- Appreciate how each of the standards (9000:2001, ISO 14000: 2003, OHSAS 18001) connects with each other
- How to design and implement Management Systems
- The benefits of using Management Systems in organizations

#### **Who to Attend**

Company's Directors and Managers

#### **Course Duration:**

2 days

#### **Time:**

8:00am - 3:00pm daily

#### **Cost:**

Price on request

### **2. AIS-MS-215: OHSAS 18001 Implementation and Audit for Field Operations Staff & Operations Support Staff**

#### **Course Overview:**

The course presents OHSAS 18001 implementation, integration with operations & maintenance systems, along with audit preparations and issues.

Emphasis is put on the integration of 18001 into current Management System (MS), individual and team roles & responsibilities in OHSAS 18001 and the integrated MS.

**Summary:**

Emphasis is placed on maintaining a MS that is compliant with the requirements of OHSAS 18001.

Delegates are instructed in:

- OH&S Policy
- Planning
- Implementation and Operations
- Risk Assessment
- Checking and Corrective Action
- Management Review and Continual Improvement
- Preparing for internal and external audits

**Pre-requisite:**

No pre-requisites required. However, an understanding of general OH&S principles and practices, or relevant OH&S experience is desirable.

**Aims**

At the end of the course participants will understand:

- The implementation and integration of OHSAS 18001 with operations & maintenance systems
- Various Management Systems
- How to implement and integrate OHSAS 18001

**Who to Attend**

Operations and support staff, managers

**Course Duration:**

2 days

**Time:**

8:00am - 4:30pm each day

**Cost**

Price on request

**3 AIS-MS-235: ISO 9001:2000 Implementation and Audit for field Operations staff & Operations support staff****Course Overview:**

The course presents ISO 9001 implementation, integration with operations & maintenance systems, along with audit preparations and issues.

Laying emphasis on the integration of ISO 9001 into current MS and Individual and team roles & responsibilities in ISO 9001 and the integrated MS.

### **Summary:**

Emphasis is placed on maintaining a MS that is compliant with the requirements of ISO 9001:2000.

Delegates are instructed in:

- Quality standards
- Planning
- Implementation and Operations
- Risk Assessment
- Checking and Corrective Action
- Management Review and Continual Improvement
- Preparing for internal and external audits

### **Aims**

At the end of the course participants will understand:

- The implementation and integration of ISO 9001 with operation & maintenance system
- Various Management Systems
- How to implement and integrate ISO 9001:2000

### **Course Materials:**

A comprehensive student workbook, which includes a copy of the BSI publication, Health and Safety: Questions and Answers: A Practical Approach by Pat Perry, all materials presented during the course, supplementary notes and exercises.

### **Who to Attend**

Operations and support staff, managers

### **Course Duration:**

2 days

### **Time:**

8:00am - 4:30 pm each day

### **Cost**

Price on request

#### **4. AIS-MS-245: ISO 14001:2004 Implementation and Audit for field Operations staff & Operations support staff**

### **Course Overview:**

The course presents ISO 14001:2004 implementations, integration with operations & maintenance systems, along with audit preparations and issues.

Laying emphasis in the integration of ISO 14001 into current MS and Individual and team roles & responsibilities in OHSAS 18001 and the integrated MS.

### **Summary:**

Emphasis is placed on maintaining a MS that is compliant with the requirements of ISO 14001:2004.

Delegates are instructed in:

- Environmental standards
- Planning
- Implementation and Operations
- Risk Assessment
- Checking and Corrective Action
- Management Review and Continual Improvement
- Preparing for internal and external audits

### **Aims**

At the end of the course participants will understand:

- The implementation and integration of ISO 14001:2004 with operation & maintenance system
- Various environmental standards & Management Systems
- How to implement and integrate ISO 14001:2004

### **Course Materials:**

A comprehensive student workbook, which includes a copy of the BSI publication, Health and Safety: Questions and Answers: A Practical Approach by Pat Perry, all materials presented during the course, supplementary notes and exercises.

### **Who to Attend**

Operations and support staff, manager

### **Course Duration:**

2 days

### **Time:**

8:00am - 4:30pm each day

### **Cost**

Price on request

## **5. AIS-MS-255: Job Hazard Analysis (JHA)**

### **Course Overview:**

The course is interactive and is aimed at HSE personnel, managers and professionals, who wish to gain an understanding of identification, assessment and application of hazards and effects management process (HEMP) at the task level, including identifying and implementing controls and preventive measures.

The course will also introduce the concept of basic hazard identification (HAZID) process and its application in an organizations improvement strategy.

**Aims**

At the end of the course participants will understand:

- How to identify, assess and manage hazards
- Design and implement Job Hazard sheet
- Audit prepared JHA
- The benefits of using JHA in organizations

**Who to Attend**

Supervisors, staff

**Course Duration:**

1 day

**Time:**

8:00am - 3:00 pm

**Cost:**

Price on request