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C124- CONTENTS OF HSE SYSTEM AWARENESS AND INTERNAL AUDITOR TRAINING PPT PRESENTATIONS TRAINING KIT

HSE System Awareness and Internal Auditor Training Presentation kit (Editable)

| Sr. No. | The | e entire PPT presentation kit has 13 main files as below | Document of Details |
|------------|-----------------------|---|----------------------------------|
| 1. | PPT Presentation | | No. of Slides |
| | 1. | Introduction and Overview of HSE System | 52 |
| | 2. | ISO 14001:2015 requirements | 72 |
| | 3. | ISO 45001:2018 requirements | 102 |
| | 4. | Environmental & OH&S Management System Internal audit | 32 |
| | 5. | Steps for ISO 14001:2015 & ISO 45001:2018 internal audit | 58 |
| | 6. | Verification Matrix | 15 |
| | 7. | Accident Investigation System | 14 |
| | 8. | Hazard / Risk Identification | 20 |
| | 9. | Documented Information | 21 |
| | 10. | OH&S Objectives, targets and OH&S management Plan | 09 |
| | 11. | Awareness on ISO 45001:2018 – Vendors /Suppliers | 21 |
| | Total no. of slides → | | 416 |
| 2. | unde | ainer's guide and hand outs and editable form to rstand ISO 14001:2015 and ISO 45001:2018 subject n 5 chapters and 1 tables | Approx. 75 Pages in MS. word |
| 3. | Work traini | -shops and Case study to evaluate effectiveness of ng. | 06 workshops and 04 case studies |
| 4. | Audit | checklist | Approx. 1500 audit questions |
| 5. | Audit | records | 04 file in MS. word |
| 6. | Samp | ble risk template | 01 file in MS. excel |
| 7. | certif | ble HSE system certified Internal Auditor training icate copy to be given to participant after solving shops and case study as per sample | 01 file in MS. word |
| 8. | | y tool kit for company gap analysis to ISO 14001:2015 ISO 45001:2018 | 01 file in MS. word |
| <u>'</u> | | | |

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Topic wise number of slides:-

| Sr. No. | Title of Slides | No of Slide |
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| | Total No. of Slides 🗲 | 416 |

To get more information about HSE system training kit Click Here

Part - 1. Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

• Topic wise Power Point presentation in 13 modules as listed below.

1. Introduction and Overview of HSE System

It covers Overview of ISO 14001:2015 and ISO 45001:2018, benefits and summary of overall system and change process for ISO 14001:2015 and ISO 45001:2018.

2. ISO 14001:2015 requirements

It covers ISO 14001:2015 specifications, Requirements, It gives explanation for many new concepts and given in plain English for easy understanding of revised changes given in ISO 14001:2015 and many places clarifications are given.

3. ISO 45001:2018 requirements

It covers ISO 45001:2018 specifications, Requirements, It gives explanation for many new concepts and given in plain English for easy understanding of revised changes given in ISO 45001:2018 and many places clarifications are given.

4. Environmental & OH&S Management System Internal audit

It covers steps to carry out internal audit based on ISO 14001:2015 and ISO 45001:2018.

5. Steps for ISO 14001:2015 & ISO 45001:2018 internal audit

It covers steps to carry out installation on ISO 14001:2015 and ISO 45001:2018.

6. Verification matrix

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It covers verification matrix for Environmental & OH&S Management System.

7. Accident Investigation System

It covers accident investigation system for ISO 14001:2015 and ISO 45001:2018.

8. Hazard / Risk Identification

It covers hazard / risk identifications and details for controls

9. Documented Information

It covers documented information for ISO 14001:2015 and ISO 45001:2018.

10. OH&S Objectives, targets and OH&S management Plan

It covers OH&S Objectives, targets and OH&S management Plan

11. Awareness on ISO 45001:2018 - Vendors /Suppliers

It covers awareness presentation of ISO 45001:2018 for Vendors/Suppliers and contractors.

Part - 2. A trainer's guide and handouts in editable form to understand ISO 14001:2015 and ISO 45001:2018 subject well:-

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the ISO 14001:2015 and ISO 45001:2018.

It is given in word. You may also use it for further reading and circulations within audience Chapter

No.

Section

- 1. Overview to ISO 14001:2015 EMS and ISO 45001:2018 OH&S
- 2. EMS standard 14001:2015 changes
- 3. ISO 45001:2018 standard Requirements
- 4. ISO 14001:2015 EMS and ISO 45001:2018 Internal audit
- 5. ISO 4001 and ISO 45001:2018 HSE audit records
- 6. Table of Documented information Summary against ISO 14001:2015 requirements
- 7. Chemical Chart

Part – 3. Work-shops and Case studies to evaluate effectiveness of training 08 workshops and 04 case study:-

This topic covers workshops and case study to evaluate effectiveness of training. Each participant needs to solve this workshops and case study after undergoing the training. After successful completion of workshop and case studies the ISO 14001:2015 and ISO 45001:2018.

Part - 4. HSE system audit checklist:-

The ready to use ISO 14001:2015 and ISO 45001:2018 audit questions as below.

1. ISO 14001:2015 Clause wise questions

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- 2. ISO 45001:2018 Clause wise questions
- 3. ISO 14001:2015 and ISO 45001:2018 Department wise audit questions

Part - 5. HSE system audit records:-

This topic covers audit records to carry our internal audit of ISO 14001:2015 and ISO 45001:2018 and 4 forms are given.

Part - 6. Sample risk template:-

The ready-to-use risk template in editable form is given. It is given in an excel format and can be used as a template.

Part - 7. Sample Copy of HSE Internal Auditor Certificate:-

Sample ISO 14001:2015 and ISO 45001:2018 Internal Auditor training certificate copy. This sample certificate helps to create training certificate for participants after completing the ISO 14001:2015 and ISO 45001:2018 Internal Auditor training using our training kit.

Part - 8. Ready tool kit for company gap analysis to HSE:-

The pre - audit migration gap analysis form to ready tool kit for company gap analysis to ISO 14001:2015 and ISO 45001-2018. It is given in word and can be use as ready to use template.

Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have more than 2700 clients in more than 36 countries. Our ready-made training and editable document kit helps the client in making their documents with ease and make them comply with the related ISO standard faster.

- 1. Our promoters and engineers have experience in providing management training, ISO series consultancy for more than 2700 companies globally. We have clients in more than 36 countries.
- 2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
- 3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
- 4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that gives you payback within 2 months against our cost.

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- 5. So far, we have trained more than 50000 employees in ISO series certification.
- 6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:

- 1. Personal involvement & commitment from the day one
- 2. Optimum charges
- 3. Professional approach
- 4. Hard work and updating the knowledge of team members
- 5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
- 6. Establishing strong internal control with the help of system and use of the latest management techniques

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

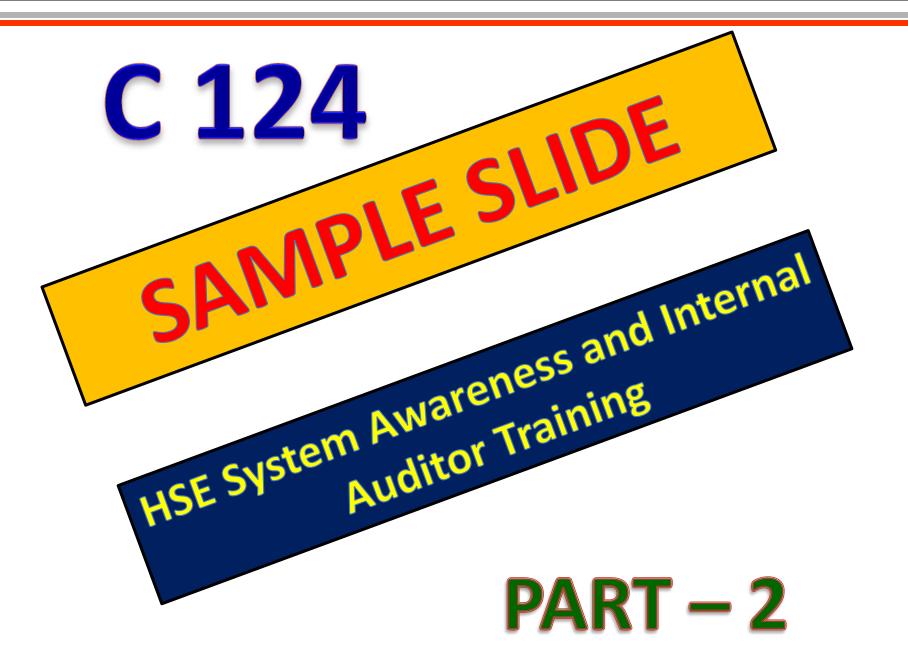
B. Software:-

• Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Document kit:-

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The kit content is developed under the guidance of experienced experts.
- The kit provides a model of the Management system that is simple and free from excessive paperwork.

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Structure of ISO 45001 Standards

9 Performance evaluation

- Monitoring, measurement, analysis and evaluation
- Internal audit
- **Management review**

8 Operation

- **Operational planning and** control
- **Emergency preparedness** and response

7 Support

- Resources
- **Competence**
- **Awareness**
- Communication
- **Documented information**

6 Planning

- Actions to address risks and opportunities
- OH&S objectives and planning to achieve them

10 Improvement

- General
- Incident, Nonconformity
- and corrective action

4 Context of the organization

- Understanding the organization and
- CONTINUAL TRADE LINKAGES Understanding the needs and expectations of workers and other interested parties
 - Determining the scope of the OH&S management system
 - OH&S management system

5 Leadership and worker participation

- Leadership and commitment
- **OH&S** policy
- Organizational roles, responsibilities and authorities
- Consultation and participation of workers

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Auditor's personal behaviour

- Auditors should exhibit professional behavior during the performance of audit activities, including being:
- Ethical, i.e. fair, truthful, sincere, honest and discreet;
- Open-minded, i.e. willing to consider alternative ideas or points of view;
- Diplomatic, i.e. tactful in dealing with people;
- Observant, i.e. actively observing physical surroundings and activities;
- Perceptive, i.e. aware of and able to understand situations;
- Versatile, i.e. able to readily adapt to different situations;
- Tenacious, i.e. persistent and focused on achieving objectives;
- Decisive, i.e. able to reach timely conclusions based on logical reasoning and analysis;



<u>The clauses are 4 to 10 according to the High Level Structure of</u> <u>Iso 45001 and their place in the PDCA Cycle. Annex SL</u>

- 1. Scope
- 2. Normative references
- 3. Terms and definitions
- 4. Context of the organization (P)
- 5. Leadership and worker participation (P, D, C, A)
- 6. Planning (P)
- 7. Support (D)
- 8. Operation (D)
- 9. Performance evaluation (C)
- **10.** Improvement (A)

Scope of audit

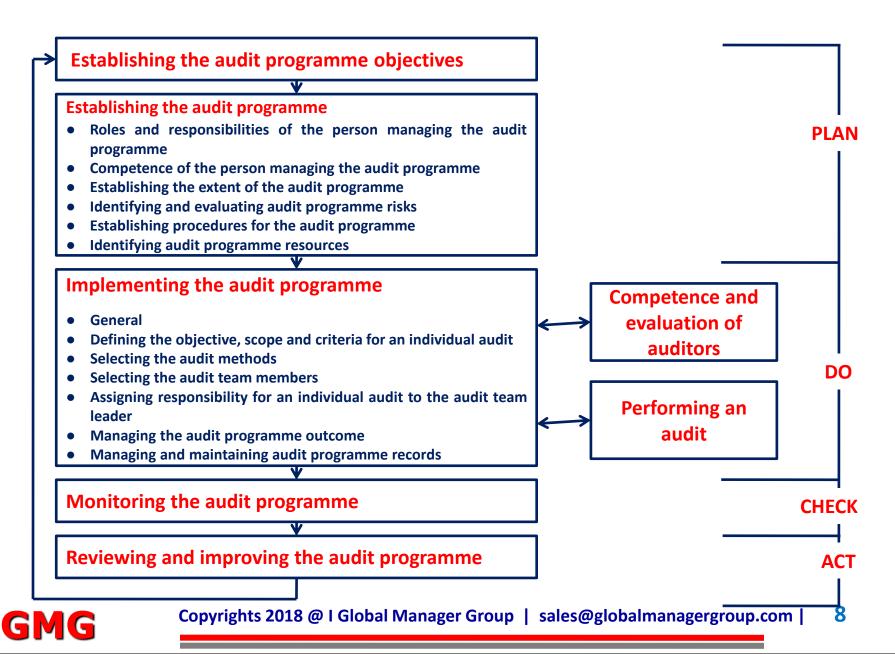
- **1.** All Departments / Activities
- 2. Clause wise Audit
- 3. Critical process identified by HSE coordinator/ Top management.
- 4. Identified product / Process / Job process audit
- 5. Any Combination decided by HSE Coordinator.



Documented Information required by ISO 45001:2018

- Scope (sub-clause 4.4)
- OHS Policy (sub-clause 5.2)
- Roles, responsibilities and authorities (sub-clause 5.3)
- Risks and opportunities and actions to address (sub-clause 6.1.1)
- Methodology and criteria for the assessment of OH&S risks (sub-clause 6.1.2.2)
- Determination of Legal and other requirements (sub-clause 6.1.3)
- Planning to achieve OH&S objectives (sub-clause 6.2.2)
- Competence (sub-clause 7.2)
- Communication (sub-clause 7.4.1)
- Operational planning and control (sub-clause 8.1.1)
- Emergency preparedness and response (sub-clause 8.2)
- Performance evaluation *including calibration* (sub-clause 9.1.1)
- Evaluation of compliance (sub-clause 9.1.2)
- Internal audit programme and results (sub-clause 9.2.2)
- Management review (sub-clause 9.3)
- Incident, nonconformity and corrective action (sub-clause 10.2)
- Continual improvement (sub-clause 10.3)

Process flow for the management of an audit programme (Ref ISO 19011)



Hazard Identification

- MSDS 16 point, Labels
- Knowledge of work processes
- Inspection Leaks, odors, spills, noise
- Task analysis
- Past experience
- Accident / incident investigation reports
- Professional assistance

OH&S Management Plan

- Establish, document and maintain OHSMP for achieving its objectives –
- Responsibility & authority for achieving at relevant level
- Means & time scale to be achieved (Plan)
- Review at regular & planned interval
- Updated

What? Who? Why? When? Where? How?



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Chapter-4.0 BENEFITS OF USING OUR HSE AWARENESS AND AUDITOR TRAINING PRESENTATION KIT - 2018

- By using these slides, you can save a lot of your precious time while preparing the ISO 20000-1 awareness and certified internal audit training course materials for in-house training programs.
- To provide you with the Presentation Materials and hand-outs that you need for an effective presentation on ISO 20000-1 awareness and internal audit training, what it is, and what it requires
- Present the basics of ISO 20000-1 awareness and internal audit training to Management or other groups
- To deliver ISO 20000-1 training in a group, using a PowerPoint presentation
- Take care for all the section and sub sections of ISO 20000-1 awareness and internal audit training and give better understanding at all the levels during ISO 20000-1 awareness and internal audit training implementation and sharpen the ISO 20000-1 awareness and internal audit training requirements for all employees within organization.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

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