



SIX SIGMA Quality International
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PRESENTS

Ref SSQI/CO/ADM/2013-14/154

**INTERNAL AUDITORS
TRAINING COURSE
(NON – RESIDENTIAL)
IMS- ISO 9001:2008/ ISO 14001/OHSAS 18001**

Dear Sir,

As is widely known, SIX SIGMA Quality International is conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

SIX SIGMA Quality International organizing Lead Auditor/ Internal Auditor Training course for ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 series management system.

a) ISO INTRODUCTION

The standards published by ISO undergo changes periodically, to reflect the best-suited practices over the changing times. ISO series of standards

For a business unit to successfully set up an ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system against ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 requirements. They must also be able to assess their suppliers required management system to support own Quality Initiative.

To increase professionalism, quality auditors also seek formal registration with the International Register of Certificated Auditors (UK) and National Accreditation Board of Professional Training (NRBPT), Govt. of India. One of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an NRBPT/NRBET approved auditor training.

b) OBJECTIVE OF THE COURSE:

The objective of the course is to illustrate the importance of the Lead Auditor/Internal Auditors role, skills and competency in bearing the ultimate responsibility for the effective performance of the audit team. A practical and intensive course for training quality professionals to External, Internal and manage third and second party audits of an ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 Management System.



Course describes how to plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up action. You will understand by the end of the course how regular auditing by an audit team directed by a competent Internal auditor/ Lead Auditor is the foundation of an effective ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 Management System. On completion of the course you will have the necessary skills and the experience to Internal Audit/External Audit and manage your own audits. The learning process will include a series of tutorials, exercises, culminating in both practical and written examination. Delegates will be supplied with a bound set of comprehensive course notes.

c) COURSE CONTENTS:

- Introduction to ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 Management System
- Vocabulary & understanding definitions
- Introduction to ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 - Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination

For detail of contents refer our website at www.sixsigma-tqm.com

d) WHO SHOULD ATTEND:

- 1) All employees whose work responsibility directly affects ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001.
- 2) Those individuals willing to take up external auditing as a future profession by becoming an independent auditor.
- 3) Those who intend to enroll themselves to NRBPT, QCI-Govt of India Registration Schemes of ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001 Auditors.
- 4) Management Representatives responsible for effective implementation and execution of ISO 900/ISO 14001/OHSAS 18001/ISO 22001/ISO 27001.

e) FACILITIES:

All facility for delegates covering lecture hall, tea and lunch will be arranged by Client or if you are attending the course at six sigma office, six sigma institute will arrange the above facility.



f) **COURSE DETAILS:**

Detail program of every days training course will be sent / given on the first day to the delegates on registration.

g) **DURATION:**

Two day Training program for Internal Auditor [Timings: 10.00 am to 6.00 pm]

h) **FEES:**

1. Non-Residential: **Rs.10500/-** per delegate plus 12.36% service tax as applicable for Internal Auditor Course.
2. 10% discount if enrolled for Integrated Internal Auditor for ISO 9001+ISO 14001+ OHSAS 18001

Payment should be made by Cheque / DD in favour of **“Six Sigma Quality International, Mumbai”**

i) **VENUE:**

Client Office

Or

Six Sigma Quality International

107/108, Mehta Chambers, Station Road

Vasai(W), Thane(Mumbai)-401202

Email : info@sixsigma-tqm.com

Tel: 0250-2341170/9322728183/ 09323717375

Fax : Ext 206

j) **NOMINATIONS:**

You may send in your nominations to the course co-ordinator, SSQI, on the Registration form at the following address along with the fees.

Javed Badshah

107/108, Mehta Chambers, Station Road

Vasai(W), Thane(Mumbai)-401202

Email : info@sixsigma-tqm.com

Tel: 0250-2341170

Fax : Ext 206

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.



k) TERMS & CONDITIONS:

- I. SIX SIGMA Quality International general terms and conditions will be applicable for qualification of personnel.
- II. Delegate Fees shall be send in advance through cheque / DD in favor of **“Six Sigma Quality International”** payable at Mumbai.
- III. SIX SIGMA Quality International will charge Service tax as applicable.
- IV. Travel & Subsistence will be charged for faculties on actual in case of course will be conducted in-house at client premises.



REGISTRATION FORM

TRAINING COURSE : Lead / Internal Auditor Training Course (Tick one)

COURSE NO / DATE : _____
COMPANY NAME : _____

ADDRESS : _____

TEL. NO./FAX NO. : _____

**NAME & DESIGNATION OF
NOMINATED PERSON** :

Sr. no	Name	Designation	Qualification

PAYMENT MADE BY : Cheque No / Demand Draft No: _____ Date _____

Drawn on Bank : _____

Cheque / Demand Draft Should be drawn in favour of :

“Six Sigma Quality International” payable at Mumbai, Maharashtra, India.

Note : Fees once paid will not be refunded, however this will be carried forward for the next course during the same financial year.

Place : _____ (Signature)

Date : _____ Name: _____

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Mumbai-400 202, India. Tel : 0250- 2341170 Fax : Extn. 206
Email:info@sixsigma-tqm.com, website:www.sixsigma-tqm.com
**Other Offices : New Delhi, Ludhiana, Baroda, Jaipur, Udaipur, Ahmedabad, Nasik, Pune,
Indore, Nagpur, Daman, Kolhapur, Banglore, Belgaum, Hyderabad, Chennai, Kolkata.**