

# An introduction to ISO 9001, ISO 14001 and BS OHSAS 18001



## **Aim of the programme**

Organisations wishing to operate effective Quality, Environmental and Health and Safety Management Systems can be guided by the standards of:

- ISO 9001 - Quality Management Systems
- ISO 14001 - Environmental Management Systems
- BS OHSAS 18001 - Health and Safety Management Systems

Each of these standards provides guidance for effective implementation and a platform against which organisational competence in that field can be determined through formal certification. The benefits of implementing these standards goes beyond the demonstration of competence and in each case they can be used to drive improvement in an organisation.

This one day course is designed to give an overview of the three fundamental standards and to help the participants to gain a basic understanding of the structure of each standard, how they can be implemented and the route to successful certification.

As a result of attending this course, delegates will:

- Understand the structure of each standard and be able to explain in outline the coverage of the standards
- Understand the benefits to be gained from implementing each standard and how they can be used to drive improvement in an organisation
- Be able to act competently in response to questions about certification and the content of the standards
- Be able to relate effectively with external certification bodies in respect of the three standards
- Be capable of constructing an outline plan for implementation of the standards in their own organisation

## **Who is the course for?**

This one day awareness course is suitable for project managers and engineers from any of the following groups:

- Those who are about to take up responsibility for the Quality Management System, Environmental Management System or Health and Safety System within their organisation and require an insight to the benefits to be gained and effort needed to implement the standards
- Experienced personnel who require an update and refresher for this subject area
- Team members who are new to working with standards and wish to gain a basic understanding
- Senior Managers, for example Directors within Human Resources or Finance who need to gain an awareness of the standards to support their strategic decision making

## **Content**

The course includes the following core themes:

- An overview of how the three management system standards work
  - o Quality Management System
  - o Environmental Management System
  - o Health & Safety Management System
- The common ground within all three standards (strategic management and central management)
- The framework of Processes and Procedures and the Plan-Do-Check-Act (PDCA) Cycle
- The purpose and structure of Integrated Management Systems
- An example of an integrated top level manual showing how an integrated documented management system might be structured
- The background to certification for management system standards

## **Structure of the programme**

This is a one day course that will consist of presentations, led discussion and short workshop sessions. No prior knowledge of ISO 9001, ISO 14001 or BS OHSAS 18001 is assumed.