

PAS114: HSE Certified Lead Auditor Training

E-learning Course Duration: 24 Hours(4 Days)

Website: www.Punyamacademy.com

Punyam Academy is the Exemplar Global recognised training provider

Chapter - 1: CONTENTS OF HSE CERTIFIED LEAD AUDITOR TRAINING E-LEARNING COURSE CERTIFIED BY EXEMPLAR GLOBAL

Sr. No.	The entire e-learning course has 6 main parts as below	Details
1.	Lectures	No. of slides
	1. Session - 1 : Overview of Course and Standard	15
	2. Session - 2 : ISO 14001:2015 Requirements	62
	2A.ISO 14001:2015 Requirements (Clause 4.0 to 7.0)	
	2B.ISO 14001:2015 Requirements (Clause 8.0 to 10.0)	
	3. Session - 3 : ISO 45001:2018 Requirements	69
	3A.ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)	
	3B.ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)	
	4. Session - 4 : Documented Information	13
	5. Session - 5 : Environmental Objectives; Aspect – Impact, environment management plan	33
	6. Session - 6 : Hazard / Risk Identification	17
	7. Session - 7 : Risk Management	19
	8. Session - 8 : HSE System Internal Audit Process	38
	9. Session - 9 : Audit Terms and Definitions and Roles and Responsibilities	20
10. Session - 10 : Performing an Audit	20	
11. Session - 11 : Nonconformity and Corrective Action	15	
Total no. of slides (with Audio lectures) →		321

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PAS114: HSE Certified Lead Auditor Training

E-learning Course Duration: 24 Hours(4 Days)

Website: www.Punyamacademy.com

2.	Hand-outs (each session detail document is given in PDF and participant can download, print, or save it for future reference)	Approx. 281 Pages in PDF
3.	Actual Meeting, Audit, Documentation and Risk - Videos	06 Videos
4.	Session Exams at end of each session and Final Exam	Total 12 Exams
5.	Audit Checklist as per Department-wise and Clause-wise	Approx. 800 audit questions
6.	HSE Certified Lead Auditor Training	Award Certificate

Part – 1 Lectures:

Under this part total eleven sessions are given as Presentations with explanatory audio to understand the subject.

➤ Session - 1 :

In this session, participants will learn about an Overview of Course and Standard. It covers total 15 slides on below topics:

1. Session - 1 : Overview of Course and Standard
2. Lead Auditor Course Objectives
3. ISO Facts
4. Messages from ISO 14001 and ISO 45001 Standard
5. Purpose of HSE Management System and Standard
6. Benefits of ISO 14001 and ISO 45001 HSE Management System
7. Purpose of Management System Audit
8. ISO 14001 & ISO 45001 Certification Audit
9. Stage-1 Audit
10. Stage-2 Audit
11. Audit Conclusion
12. Surveillance Audits
13. Re-certification visits

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PAS114: HSE Certified Lead Auditor Training

E-learning Course Duration: 24 Hours(4 Days)

Website: www.Punyamacademy.com

14. Connectivity of System and Confirmative Assessment as per ISO 14001 & ISO 45001
15. End of Session 1.

➤ **Session - 2 :**

In this session, participants will learn about the requirements of ISO 14001:2015 Requirements in detail. It covers two parts:

A. ISO 14001:2015 Requirements (Clause 4.0 to 7.0)

1. Session – 2A : ISO 14001:2015 Requirements (Clause 4.0 to 7.0)
2. Overview of ISO 14001:2015 Standard
3. Structure of Standards as per ISO 14001:2015
4. Clause 1-2-3 of ISO 14001:2015 Standard
5. Clause 4.0:Context of the Organization
6. Clause 4.1:Understanding the organization and its context
7. Considerations for determining the issues
8. External Context
9. Internal Context
10. Clause 4.2:Understanding the Needs & Expectations of Interested Parties
11. Interested Parties – Stakeholders
12. List of Interested Parties
13. Clause 4.3:Determining the Scope of Environment Management System
14. Approach of Clauses 4.1 to 4.3
15. Clause 4.4:Environmental Management System
16. Clause 5.0:Leadership
17. Clause 5.1:Leadership and Commitment
18. Clause 5.2: Environmental Policy
19. Environmental Policy Statement and Management Concepts
20. The Environmental Policy: Key Points
21. Environmental Policy
22. Clause 5.3:Organizational Roles, Responsibilities and Authorities
23. Clause 6.0:Planning
24. Clause 6.1: Actions to address risks and opportunities
25. Clause 6.1: Actions to address risks and opportunities (Continued...)

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PAS114: HSE Certified Lead Auditor Training

E-learning Course Duration: 24 Hours(4 Days)

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26. Clause 6.1: Actions to address risks and opportunities (Continued...)
27. Clause 6.1: Actions to address risks and opportunities (Continued...)
28. Clause 6.1: Actions to address risks and opportunities (Continued...)
29. Register of Regulatory Requirements
30. Clause 6.1: Actions to address risks and opportunities (Continued...)
31. Clause 6.2: Environmental Objectives and Planning to Achieve them
32. Clause 6.2: Environmental Objectives and Planning to Achieve them (Continued...)
33. Clause 6.2: Environmental Objectives and Planning to Achieve them (Continued...)
34. Clause 6.2: Environmental Objectives and Planning to Achieve them (Continued...)
35. Clause 6.2: Environmental Objectives and Planning to Achieve them (Continued...)
36. Environmental Objectives
37. Clause 7.0: Support
38. Clause 7.1: Resources
39. Clause 7.2: Competence
40. Clause 7.3: Awareness
41. Clause 7.4: Communication
42. Clause 7.5: Documented Information
43. Clause 7.5: Documented Information (Continued...)
44. Sample List of Documented Information for EMS

B. ISO 14001:2015 Requirements (Clause 8.0 to 10.0)

1. Session – 2B : ISO 14001:2015 Requirements (Clause 8.0 to 10.0)
2. Clause 8.0: Operation
3. Clause 8.1: Operational planning and control
4. Operational Control Measures
5. Clause 8.2: Emergency preparedness and response
6. Possible Emergencies
7. Emergency Preparedness: Key Points
8. Emergency Preparedness
9. Emergency Plan

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PAS114: HSE Certified Lead Auditor Training

E-learning Course Duration: 24 Hours(4 Days)

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10. Clause 9.0:Performance Evaluation
11. Clause 9.1:Monitoring, measurement, analysis & evaluation
12. Clause 9.1:Monitoring, measurement, analysis & evaluation (continued...)
13. Clause 9.2:Internal audit
14. Clause 9.3:Management Review
15. Clause 10.0:Improvement
16. Clause 10.1:General
17. Clause 10.2:Nonconformity and corrective action
18. Clause 10.3:Continual improvement

➤ **Session - 3 :**

In this session, participants will learn about ISO 45001:2018 Requirements. It covers two parts:

A. ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)

1. Session – 3A : ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)
2. Overview of ISO 45001:2018 Standard
3. Clauses of ISO 45001: 2018, According to the High Level Structure and their place in the PDCA Cycle
4. Structure of Standard as per ISO 45001:2018
5. Clause 1-2-3 of ISO 45001:2018 Standard
6. Clause 4.0 - Context of the Organization
7. Clause 4.1-Understanding the Organization and its Context
8. Clause 4.1-Understanding the Organization and its Context (Continued...)
9. External Context
10. Internal Context
11. Clause 4.2-Understanding the needs & Expectations of Workers and Other Interested Parties
12. List of Interested Parties
13. Clause 4.3-Determining the Scope of the Occupational Health and Safety Management Systems
14. Approach of Clause 4.1 to 4.3
15. Clause 4.4-Occupational Health and Safety Management System
16. Clause 4.4-Occupational Health and Safety Management System (Continued...)

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E-learning Course Duration: 24 Hours(4 Days)

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17. Clause 5.0-Leadership and Worker Participation
18. Clause 5.1-Leadership and Commitment (continued...)
19. Clause 5.1-Leadership And Commitment (continued...)
20. Clause 5.2-OH&S Policy
21. OH&S Policy Statement And Management Concepts
22. The OH&S Policy Must
23. Clause 5.3-Organizational Roles, Responsibilities, And Authorities
24. Clause 5.4-Consultation And Participation Of Workers
25. Consultation
26. Clause 6.0 - Planning
27. Clause 6.1-Action To Address Risks And Opportunities
28. Clause 6.1-Action To Address Risks And Opportunities (continued...)
29. Hazard Identification Techniques
30. Hazard Identification and Risk Assessment HIRA Tools
31. Clause 6.1-Action To Address Risks And Opportunities (continued...)
32. Some Common OH&S Hazards
33. Clause 6.1-Action To Address Risks And Opportunities (continued...)
34. Register of Regulatory Requirements
35. Clause 6.1-Action To Address Risks And Opportunities (continue...)
36. Clause 6.2-OH&S Objectives & Planning To Achieve Them
37. Inputs for OH&S Objectives
38. Clause 6.2-OH&S Objectives & Planning To Achieve Them (continued...)
39. OH&S Program
40. Clause 7.0-Support
41. Clause 7.1-Resources
42. Clause 7.2-Competence
43. Clause 7.3-Awareness
44. Clause 7.4-Communication
45. Clause 7.5-Documented Information
46. Clause 7.5-Documented Information (continued...)
47. Sample list of documented information

B. ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)

1. Session - 3B : ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)

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E-learning Course Duration: 24 Hours(4 Days)

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2. Clause 8.0-Operation
3. Clause 8.1.1 & 8.1.2-General Control and Reducing Risks
4. Clause 8.1-Operational Planning and Control
5. Operational Control Measures
6. Clause 8.1-Operational Planning and Control (continued...)
7. Clause 8.1-Operational Planning and Control (continue...)
8. Clause 8.1-Operational Planning and Control (continue...)
9. Clause 8.2-Emergency Preparedness And Response
10. Possible Emergencies
11. Emergency Preparedness
12. Emergency Preparedness
13. Emergency Plan
14. Selection Criteria For Emergency Planning
15. Clause 9.1-Monitoring, Measurement, Analysis and Performance Evaluation
16. Monitoring & Measurement
17. Clause 9.2-Internal Audit
18. Clause 9.3-Management Review
19. Clause 10.0-Improvement
20. Clause 10.1-General
21. Clause 10.2-Incident, Nonconformity And Corrective Action
22. Clause 10.3-Continual Improvement

➤ **Session - 4 :**

In this session, participants will learn about the Documented Information in detail. It covers total 13 slides on below topics:

1. Session – 4 : Documented Information
2. What is Documented Information?
3. Flexibility in Documentation in ISO 14001:2015 and ISO 45001:2018
4. ISO 14001:2015 and ISO 45001:2018 HSE System Documented Information
5. Documented Information Four-tier Document Structure
6. Tier-1: HSE Manual (Optional) Top Management's Handbook
7. Tier-2: HSE Procedures (Optional)
8. Sample HSE Procedure

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E-learning Course Duration: 24 Hours(4 Days)

Website: www.Punyamacademy.com

9. Tier-3: HSE System Documented Information (It is required to make a good system)
10. Tier-4: HSE System Documented Information (It is required to make a good system)
11. List of Maintain Documented Information
12. List of Retain Documented Information
13. Control of Documented Information

➤ **Session - 5 :**

In this session, participants will learn about environment management plan in detail. It covers total 33 slides on below topics:

1. Session - 5 : Environmental Aspect – Impact
2. Definition of Environmental Aspect & Impact
3. What is Environmental Aspect & Impact
4. Requirements of ISO 14001:2015
5. Environmental Aspects
6. Common Environmental Aspects
7. Environmental Aspect Identification
8. Aspect - Impact identification
9. Aspect Identification Techniques
10. Aspect Identification: Core Team and Initial Review
11. Interrelationship Between Activity, Aspect, Impact & Effect – Examples (Continued...)
12. Interrelationship Between Activity, Aspect, Impact & Effect (Continued...)
13. Interrelationship Between Activity, Aspect, Impact & Effect
14. Product Life-cycle
15. Requirements of ISO 14001:2015
16. Significant Aspect-Impact Assessment Tools
17. Impact / Severity Rating
18. Probability Rating
19. Detectability Rating
20. Significant Aspects: Key Points
21. Significance Criteria Evaluation Method - 1
22. Significance Criteria Evaluation Method - 2

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E-learning Course Duration: 24 Hours(4 Days)

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23. Environmental Objectives, Targets, Achievement & Management Plan
24. Requirements of ISO 14001:2015
25. Establishment of Environmental Objectives
26. Environmental Objectives and Targets
27. Inputs for Environmental Objectives
28. How to measure progress towards objectives?
29. An Integrated Environmental Objective
30. Few Examples of Objectives and Targets
31. Environmental Objectives & Targets
32. Environmental Objectives Achievement Plan
33. Environmental Management Plan

➤ **Session - 6 :**

In this session, participants will learn Identification of Hazard / Risk. It covers total 17 slides on below topics:

1. Session - 6 : Hazard / Risk Identification
2. Terms and Definitions
3. Hazard / Risk Identification
4. Planning for Hazard Identification, Risk Assessment and Risk Control
5. Hazard Identification and Risk Assessment must:
6. Common Health & Safety Hazards
7. Occupational Health Hazards
8. Physical Hazards
9. Chemical Hazards
10. Biological Hazards
11. Ergonomic Hazards & Stress
12. Hazard Identification
13. Common Control Methods
14. Common Control Methods (continued...)
15. Product Life Cycle
16. Hazard Significance Criteria Evaluation Method - 1
17. Hazard Significance Criteria Evaluation Method - 2

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E-learning Course Duration: 24 Hours(4 Days)

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➤ **Session - 7 :**

In this session, participants will learn about Management of Risk. It covers total 19 slides on below topics:

1. Session - 7 : Risk Management
2. What is Risk Management?
3. Risk Management
4. Why use risk-based thinking?
5. How we do Risk Management?
6. Risk Management Approach
7. Risk Management Process
8. Risk Management Phases
9. Phase-1 : Risk Analysis
10. Severity / Impact
11. Risk assessment in organization
12. Risk Assessment Likelihood Examples
13. Phase-2 : Risk Evaluation
14. Risk Evaluation-Managing and Qualifying Risks
15. Phase-3 : Risks Monitoring and Control
16. Risk Treatment
17. Phase-4 : Post-test Operation Information
18. Areas to Consider for Risk and Opportunity Identification
19. Possible Risks in an Organization

➤ **Session - 8 :**

In this session, participants will learn about HSE System Internal Audit Process. It covers total 38 slides on below topics:

1. Session - 8 : HSE System Internal Audit Process
2. Outline of this session
3. Audit Definition
4. What is an audit?
5. Why Audit?
6. Tips for trained auditors
7. Principles of Auditing
8. Types of Audit

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E-learning Course Duration: 24 Hours(4 Days)

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9. Management System Audit Techniques
10. Steps involved in audit
11. Implementing the Audit Program
12. Seven Steps of Implementation of Audit Program
13. Step no. 1 - Audit Planning
14. Contents of Audit Plan
15. Sample Audit Plan
16. Step no. 2 - Developing Checklists
17. Step no. 3 - Conducting Opening Meeting
18. Step no. 3 - Conducting Opening Meeting (continued...)
19. Step no. 4 - Conducting the audit
20. Conducting the Audit Activities
21. Interview and Questioning Techniques
22. Collecting Evidences of Compliance
23. Objective Evidences
24. Step no. 5 - Recording Audit Findings
25. Identifying Non-compliances
26. Observations (Opportunities for Improvement)
27. Nonconformity Report
28. Step no. 6 - Conducting the Closing Meeting
29. Checklist for Conducting the Closing Meeting
30. Step no. 7 - Preparing the Audit Report
31. Contents of Audit Report
32. Conducting Audit Follow-up
33. Auditor's Qualities
34. Auditor's Personal Behavior
35. Auditor's Conduct
36. The Audited Persons' Conduct
37. Overview of the Process of Collecting and Verifying Information
38. Reference

➤ **Session - 9 :**

In this session, participants will learn about Audit Terms and Definitions and Roles and Responsibilities. It covers total 20 slides on below topics:

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E-learning Course Duration: 24 Hours(4 Days)

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1. Session - 9 : Audit Terms and Definitions and Roles and Responsibilities
2. Terms and Definitions
3. Audit Roles and Responsibilities
4. Role and Responsibilities of Auditing Organization (Certifying Body)
5. Role and Responsibilities of Lead Auditor / Team Leader
6. Role and Responsibilities of Lead Auditor
7. Role and Responsibilities of Auditor
8. Role and Responsibilities of Auditee Organization
9. Role and Responsibilities of Audited Person
10. Role and Responsibilities of Guide
11. Role and Responsibilities of Observer
12. Audit Communication - Effective Communication with Auditee
13. Evaluation of the system by Auditor
14. Essential Characteristics of Auditor
15. Bad habits to avoid
16. Interviewing – A Critical Audit Step
17. Interviewing Technique
18. Questioning Technique for Interviews
19. Open Questions – Auditor’s Friends
20. Need for Auditor’s Confidentiality

➤ **Session - 10 :**

In this session, participants will learn how to perform Audit. It covers total 20 slides on below topics:

1. Session - 10 : Performing an Audit
2. Performing audit activities
3. Overview of HSE Management System Audit
4. Audit Techniques
5. Ways of Performing Audits
6. How do auditors find evidence?
7. What should be reviewed as part of document review?
8. Observations
9. Auditors’ Proverb: “Seeing is believing” Visit the field! See the 'real world'!!!
10. Three Approaches for Auditing

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E-learning Course Duration: 24 Hours(4 Days)

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11. Auditing using process approach
12. Auditing using process approach
13. Why Prepare a “Checklist” before an Audit?
14. Checklist Format
15. Audit Checklists: Should and Should Not
16. Follow Audit Trails
17. Auditing Top Management
18. Always Take Notes
19. Time Management
20. Can auditors provide solutions as well..?....

➤ **Session - 11 :**

In this session, participants will learn about Nonconformity and Corrective Action. It covers total 15 slides on below topics:

1. Session - 11 : Nonconformity and Corrective Action
2. Nonconformity Reporting
3. Objective Evidence
4. Non-conformity Report (NCR)
5. Wording of NCR
6. Categorizing Non-Compliances
7. Observations (Notes of Auditors)
8. Agreement between Auditor and Auditee on NCR
9. Care to be taken while creating an NCR
10. Sample Non-Conformity Report (NCR)
11. Closing Meeting
12. Conducting the Closing Meeting
13. Communicating Audit Findings in Closing Meeting
14. Corrective Action
15. Audit Follow-up Activity

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E-learning Course Duration: 24 Hours(4 Days)

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Part – 2 Hand-outs:

For each lecture, hand-out is given in PDF format. The participant can download or print any documents to read it later to get detailed knowledge of all the eleven topics.

Sr. No	Name of Literature	Total Pages
1	Overview of ISO 14001 & ISO 45001 HSE Management System	14
2	ISO 14001:2015 requirements	27
3	ISO 45001:2018 requirements	33
4	HSE Documented Information	10
5	Environmental Aspect – Impact, Objective & Plan	15
6	Hazard / Risk Identification	15
7	Risk Management	12
8	HSE System Internal Audit Process	26
9	Audit Terms and Definitions and Roles and Responsibilities	13
10	10A.Performing Audit-HSE	13
	10B.ISO 14001:2015 Audit Checklist	25
	10C.ISO 45001:2018 Audit Checklist	28
	10D.HSE Manual	41
11	Nonconformity Reporting and Corrective Action	9

Part – 3 Actual Meetings, Audit and Training Videos:

A complete video demonstration of opening – closing meetings as well as Audit meeting as well as actual training session videos on Documentation, Internal Audit is provided under this section. Auditor can watch and learn how to perform audit in organization and manage the opening and closing meetings with management employees.

Sr. No	Name of Videos	Duration
1	Session 4 : HSE Documented Information	45 Minutes
2	Session 7 : HSE Risk Management	50 Minutes
3	Session 8 : HSE Internal Audit Process	70 Minutes
4	Session 8 : Audit Opening Meeting	10 Minutes
5	Session10 : Performing Actual Audit	06 Minutes
6	Session11 : Conducting Audit Closing Meeting	6:30 Minutes

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Part – 4 Exams:

Each session contains session exam, Participants have to pass the exam after completion of each session. After passing all session exams there is one final exam, participant must have to pass exam with minimum 80% marks. User can reappear and clears each exam to complete the course and get download/print their HSE Certified Lead Auditor Training certificate.

Part – 5 Audit Checklists:

The Audit checklists with more than 800 quality management system audit questions as below:

1. ISO 14001:2015 clause wise & department wise audit questions
2. ISO 45001:2018 clause wise & department wise audit questions

Part – 6 Training Certificate:

After passing the exam the colorful training certificate is generated and user can download it or print it. Any one globally can cross verify the training certificate through our LMS platform.

Chapter - 2: COURSE OBJECTIVES

Upon Completion of this course, participants will be able to:

- ✓ Familiarize yourself with course & standards.
- ✓ Familiarize yourself with requirements of ISO 14001:2015 & ISO 45001:2018.
- ✓ Understand the ISO 14001:2015 and ISO 45001:2018 HSE System Documented Information.
- ✓ Understand Types of risk, Risk Assessment and Risk Control.
- ✓ Understand Approach, Phases, and Process of Risk Management.
- ✓ Understand Principles of Auditing, type of audit, Tips for trained auditors.
- ✓ Know about Audit Roles and Responsibilities.
- ✓ Understand the Ways of Performing Audits.
- ✓ Nonconformity and Corrective Actions.

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Chapter - 3: WHO SHOULD ATTEND THIS COURSE?

This course is developed and brought to you by Punyam Academy; an ISO/IEC 17024 accredited training provider company, which offers various e-learning as well as classroom training courses for working professionals, college students, and other individuals for enhancing their career to new heights. Our e-learning courses help them to succeed in today's competitive environment, to renew licenses, and to update, strengthen and add quality to their existing knowledge and skills. Our courses are also useful for those who want to get certification, or start a new profession.

Chapter - 4: USER MANUAL

Compatibility and Requirements for smoothly running our course

1. **Bandwidth:** Internet bandwidth must be 1 MBPS or higher.
2. **Operating System:** Microsoft Windows XP and higher versions, iOS, Android.
3. **Browser:** Best viewable in Mozilla Firefox, Google Chrome. Also supports Internet Explorer.
4. **Screen Resolution:** To view slides properly, you must have a screen resolution of 1024 x 768 or higher.
5. **Cookies:** You must have browser cookies enabled, so that we can maintain your current session as you navigate through the application.
6. **JavaScript:** You must have enabled JavaScript, so that application runs smoothly.
7. **Adobe Acrobat Reader:** Some documents in our application are in .pdf format, so you must have installed adobe acrobat reader in your computer to be able to read such documents that you download.
8. **Pop-up Enable:** In your browser setting, check Pop-up blocker off, or enable Pop-up window.
9. **Speaker:** You must have speakers or a headphone attached to your computer, so that you can listen to the course lecture while learning.

Click **ENROL** to Purchase this Course.

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Chapter - 5: ABOUT COMPANY

Punyam Academy is registered and certified under a scheme of Personnel Certification as per ISO/IEC 17024, which offers various **ISO Training Courses** and conducts webinars for online certification as well as classroom training. We are Exemplar Global recognized training provider and leading name in E-learning, training and certification on ISO standards and all other types of management system standards. Punyam Academy specializes in a complete range of courses on awareness, auditor and lead auditor courses on ISO 9001, ISO 14001, ISO 45001, ISO 22000, ISO 27001, ISO 22301, , ISO/IEC 17025, ISO/IEC 17020, ISO 55001, ISO 31000, ISO 27001, ISO 50001, ISO 13485, ISO 20000, ISO/IEC 17024, ISO 17034, RC 14001, ISO 22301, Certified Calibration Engineer and other management system training courses. We provide E-learning Exemplar Global certified courses on various topics through effective, enjoyable and time-saving online training sessions and webinars. We have conducted more than 300 public training programs as well as online corporate training sessions in more than 45 countries. Our auditor and lead auditor courses are certified by exemplar global and providing



To review how our LMS works, [Click Here](#)

Visit Our Website for more E-learning Courses and PPT Packages:

<https://www.punyamacademy.com/eshop>

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