

# PAS112: IMS Certified Internal Auditor Training for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018

**E-learning Course Duration: 20 Hours**

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## Chapter - 1: CONTENTS OF IMS CERTIFIED INTERNAL AUDITOR TRAINING E-LEARNING COURSE

Sr. No.	The entire e-learning course has 5 main parts as below	Details	
1.	<b>Lectures</b>	<b>No. of slides</b>	
	1.	Session – 1 : ISO 9001:2015 Principles	10
	2.	Session – 2 : ISO 9001:2015 Requirements	44
	3.	Session – 3 : ISO 14001:2015 Requirements	
		A. ISO 14001:2015 Requirements (Clause 4.0 to 7.0)	44
		B. ISO 14001:2015 Requirements (Clause 8.0 to 10.0)	18
	4.	Session – 4 : ISO 45001:2018 Requirements	
		C. ISO 45001:2018 Requirements (Clause 4.0 to 7.0)	47
		D. ISO 45001:2018 Requirements (Clause 8.0 to 10.0)	22
	5.	Session – 5 : IMS Documented Information based on ISO 9001, ISO 14001 and ISO 45001	13
	6.	Session – 6 : Internal Management System Audit	40
7.	Session – 7 : ISO 9001, ISO 14001 and ISO 45001 IMS Internal Audit Records	09	
8.	Session – 8 : Environmental Aspect – Impact, Objective & Plan	33	
9.	Session – 9 : Risk Management	19	
10.	Session – 10 : Hazard / Risk Identification	17	
<b>Total no. of slides (with Audio lectures) →</b>		<b>316</b>	

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2.	Hand-outs (each session detail document is given in PDF and participant can download, print, or save it for future reference)	Approx. 270 Pages in PDF
3.	Audit Process, Documentation, Risk Management Training -Videos	03 Videos
4.	Session Exams at end of each session and Final Exam	Total 11 Exams
5.	Audit Checklist as per Department-wise and Clause-wise	Approx. 1500 audit questions
6.	IMS Internal Auditor training certificate	Award Certificate

## Part – 1 Lectures:

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

### ➤ **Session - 1 :**

In this session, participants will learn about an ISO 9001:2015 principles. It covers total 10 slides on below topics:

1. Overview of Session 1
2. ISO 9001:2015 Quality Management Principle
3. Customer Focus
4. Leadership
5. Engagement (involvement) of People
6. Process Approach
7. Improvement
8. Evidence-based Decision Making

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9. Relationship Management
10. Summarizing Seven Principles of ISO 9001:2015

## ➤ **Session - 2 :**

In this session, participants will learn about the requirements of ISO 9001:2015 in detail. It covers total 44 slides on below topics:

1. Overview of Session 2
2. Overview of the ISO 9001:2015 Standard
3. Clauses: 1, 2 and 3
4. Clause 4.0 - Context of the organization
5. Clause 4.1 - Understanding the organization and its context
6. Considerations for determining the issues
7. Areas to identify issues from external context
8. Areas to identify issues from internal context
9. Clause 4.2 - Understanding the needs & expectations of interested parties
10. Clause 4.3 - Determining the scope of the quality management system
11. Approach of Clauses 4.1 to 4.3
12. Clause 4.4 - Quality management system and its processes
13. Clause 4.4 - Quality management system and its processes (Continued...)
14. Clause 5.0 - Leadership
15. Clause 5.1 - Leadership and Commitment
16. Clause 5.1 - Leadership and Commitment (Continued...)
17. Clause 5.2 - Quality Policy
18. Clause 5.3 - Organizational roles, responsibilities and authorities
19. Clause 6.0 - Planning
20. Clause 6.1 - Actions to address risks and opportunities
21. Clause 6.2 - Quality objectives and planning to achieve them
22. Clause 6.3 - Planning of Changes
23. Clause 7.0 - Support
24. Clause 7.1 - Resources
25. Clause 7.2 - Competence

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- 26. Clause 7.3 - Awareness
- 27. Clause 7.4 - Communication
- 28. Clause 7.5 - Documented information
- 29. Clause 8.0 - Operation
- 30. Clause 8.1 - Operational planning and control
- 31. Clause 8.2 - Requirements for products and services
- 32. Clause 8.3 - Design and Development of Products and Services
- 33. Clause 8.4 - Control of externally provided processes, products & services
- 34. Clause 8.5 - Production and service provision
- 35. Clause 8.6 - Release of products and services
- 36. Clause 8.7 - Control of nonconforming process outputs
- 37. Clause 9.0 - Performance Evaluation
- 38. Clause 9.1 - Monitoring, measurement, analysis and evaluation
- 39. Clause 9.2 - Internal audit
- 40. Clause 9.3 - Management Review
- 41. Clause 10.0 - Improvement
- 42. Clause 10.1 - General
- 43. Clause 10.2 - Nonconformity and corrective action
- 44. Clause 10.3 - Continual improvement

## ➤ **Session - 3 :**

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

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

- 1. Overview of Session 3A
- 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

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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...)
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

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- 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 and 10.0)**

- 1. Overview of Session 3B
- 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
- 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 - 4 :**

In this session, participants will learn about the requirements of ISO 45001:2018 in detail. It covers two parts:

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

1. Overview of Session 4A
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...)
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

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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. Overview of Session 4B
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

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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 - 5 :**

In this session, participants will learn about IMS documented information based on ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018. It covers total 13 slides on below topics:

1. Overview of Session - 5
2. What is Documented Information?
3. Flexibility in Documentation in ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018
4. ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Documented Information
5. Documented Information Four- tier Document Structure
6. Tier:1 IMS Manual (Optional) (Top Management's Handbook)
7. Tier:2 IMS Procedures (Optional)
8. Sample IMS Procedure
9. Tier:3 IMS System Documented Information
10. Tier:4 IMS System Documented Information
11. List of Maintain Documented Information
12. List of Retain Documented Information

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13. Control of Documented Information

➤ **Session - 6 :**

In this session, participants will learn Internal Management System Audit. It covers total 40 slides on below topics:

1. Overview of Session 6
2. Outline of this topic
3. Audit
4. What is an Audit?
5. Why Audit?
6. What is Internal Audit?
7. Overview of Internal Management System Audit
8. Key Elements of Internal Audit
9. Requirements for Internal Audit
10. Tips for Trained Internal Auditors
11. Principles of Auditing
12. Types of Audit
13. Management System Internal Audit Techniques
14. Steps Involved in Management System Audit
15. Implementing the Audit Program
16. Seven Steps of Implementation of Audit Program
17. Step no. 1- Audit Planning
18. Contents of Audit Plan
19. Step no. 2- Developing Checklists
20. Step no. 3- Conducting Opening Meeting
21. Step no. 4- Conducting the Audit
22. Interview and questioning techniques
23. Collecting Evidences of Compliance
24. Objective Evidences
25. Step no. 5- Recording Audit Findings
26. Identifying Non-compliances

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27. Categorizing Non-Compliances
28. Nonconformity Report
29. Nonconformity Reporting
30. Step no. 6 - Conducting the Closing Meeting
31. Step no. 7 - Preparing the Audit Report
32. Contents of Audit Report
33. Conducting Audit Follow-up
34. Auditor's Qualities
35. Auditor's Personal Behavior
36. Auditor's Conduct
37. The Audited Persons' Conduct
38. Overview of the Process of Collecting and Verifying Information
39. Management System Internal Audit Process
40. Reference

## ➤ **Session - 7 :**

In this session, participants will learn about ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 based IMS Internal Audit Records. It covers total 9 slides on below topics:

1. Overview of Session - 7
2. Internal IMS Audit Records
3. Internal IMS Audit Records (continued...)
4. Internal IMS Audit Records (continued...)
5. Form No. 1 - IMS Internal Audit Plan
6. Internal IMS Audit Records (continued...)
7. Form No. 2 - Internal IMS Audit Nonconformity Report
8. Internal IMS Audit Records (continued...)
9. Form No. 3 - ISO 9001, ISO 14001 & ISO 45001 Clause-wise audit review report

## ➤ **Session - 8 :**

In this session, participants will learn about Environmental Aspects and Impact in details. It covers total 33 slides on below topics:

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1. Overview of Session 8
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
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

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31. Environmental Objectives & Targets
32. Environmental Objectives Achievement Plan
33. Environmental Management Plan

➤ **Session - 9 :**

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

1. Overview of Session 9
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 - 10 :**

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

1. Overview of Session 10

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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

## **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 ten topics.

<b>Sr. No</b>	<b>Name of Literature</b>	<b>Total Pages</b>
1	Principles of Quality Management System	06
2	Clause-wise Requirements of Quality Management System	18
3	Clause-wise Requirements of Environment Management System	27
4	Clause-wise Requirements of OH&S Management System	33
5	IMS Documented Information based on ISO 9001, ISO 14001 & ISO 45001	14
6	Management System Audit Process	38
7A	ISO 9001, ISO 14001 and ISO 45001 Internal Audit Records	09
7B	ISO 9001:2015 Clausewise and Department wise Audit Checklist	32
7C	ISO 14001:2015 Clausewise and Department wise Audit Checklist	26

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7D	ISO 45001:2018 Clausewise and Department wise Audit Checklist	25
8	Environmental Aspect – Impact, Objective & Plan	15
9	Risk Management	12
10	Hazard / Risk Identification	15

## **Part – 3 Videos: Audit Process , Documentation and Risk Management**

A complete actual training session videos on Documentation, Internal Audit and Risk Management are provided under this section. Auditor can watch and learn about what to documents and auditing requirements while perform audit in organization.

<b>Sr. No</b>	<b>Name of Videos</b>	<b>Duration</b>
1	Session 5 : IMS Documented Information	45 Minutes
2	Session 6 : IMS Internal Audit Process	70 Minutes
3	Session 9 : IMS Risk Management	50 Minutes

## **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 IMS internal auditor training certificate.

## **Part – 5 Audit Checklists:**

The Audit checklists with more than 1500 integrated management system audit questions as below:

1. ISO 9001:2015 Clause wise questions
2. ISO 14001:2015 Clause wise questions
3. ISO 45001:2018 Clause wise questions
4. ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 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.

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## Chapter - 2: COURSE OBJECTIVES

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

- ✓ Understand the requirements of ISO 9001:2015 (QMS), ISO 14001:2015 (EMS) and ISO 45001:2018 (OH&SMS).
- ✓ Develop skills in assessing and improving an organization's IMS.
- ✓ Understand how improvement can be achieved in the organization.
- ✓ Understand, maintain and retain documented Information list.
- ✓ Gain the knowledge on preparing, conducting, reporting & following-up an audit.
- ✓ Conduct an integrated process-based ISO 9001, ISO14001, ISO 45001 internal audit.
- ✓ Understand the processes involved in auditing.
- ✓ Know about the types of auditing and questioning techniques.
- ✓ Understand how to prepare and maintain internal audit records.
- ✓ Understand the new concepts of risk management and risk evaluation techniques.

## 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.

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## 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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**E-learning Course Duration: 20 Hours**

**Website: [www.Punyamacademy.com](http://www.Punyamacademy.com)**

**Punyam Academy is the Exemplar Global recognised training provider**

## 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.

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