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Chapter - 1: CONTENTS OF IMS 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
	Lectures		No. of slides
	1.	Session - 1 : Overview of Course and Standard	15
	2.	Session - 2 : ISO 9001:2015 Principles	10
	3.	Session - 3: ISO 9001:2015 Requirements	44
	4.	Session - 4: ISO 14001:2015 Requirements	
		4A.ISO 14001:2015 Requirements (Clause 4.0 to 7.0)	44
		4B.ISO 14001:2015 Requirements (Clause 8.0 to 10.0)	18
	5.	Session - 5: ISO 45001:2018 Requirements	
		5A. ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)	47
1		5B. ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)	22
1.	6.	Session - 6 : Documented Information	14
	7.	Session - 7 : Risk Management	19
	8.	Session - 8 : Environmental Aspect – Impact, Objective & Plan	33
	9.	Session - 9 : Hazard / Risk Identification	17
	10.	Session - 10 : IMS System Internal Audit Process	38
	11.	Session - 11 : Audit Terms and Definitions and Roles and Responsibilities	20
	12.	Session - 12 : Performing an Audit	20
	13	Session - 13 : Nonconformity and Corrective Action	15
		Total no. of slides (with Audio lectures) →	376

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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. 353 Pages in PDF
3.	Clause wise Requirements, Actual Meeting, Audit, Documentation and Risk - Videos	12 Videos
4.	Session Exams at end of each session and Final Exam	Total 14 Exams
5.	Audit Checklist as per Department-wise and Clause-wise	Approx. 800 audit questions
6.	IMS Certified Lead Auditor Training	Award Certificate

Part – 1 Lectures:

Under this part total 13 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 9001, ISO 14001 and ISO 45001 Standard
- 5. Purpose of HSE Management System and Standard
- 6. Benefits of ISO 9001, ISO 14001 and ISO 45001 HSE Management System
- 7. Purpose of Management System Audit
- 8. ISO 9001, ISO 14001 & ISO 45001 Certification Audit
- 9. Stage-1 Audit
- 10. Stage-2 Audit
- 11. Audit Conclusion
- 12. Surveillance Audits
- 13. Re-certification visits
- 14. Connectivity of System and Confirmative Assessment as per ISO 9001, ISO 14001 & ISO 45001
- 15. End of Session 1.

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> Session - 2:

In this session, participants will learn about the ISO 9001:2015 Principles in detail. It covers total 10 slides on below topics:

- 1. Session 2: ISO 9001:2015 Principles
- 2. ISO 9001:2015 Quality Management Principle
- 3. a. Customer Focus
- 4. b. Leadership
- 5. c. Engagement (involvement) of People
- 6. d. Process Approach
- 7. e. Improvement
- 8. f. Evidence-based Decision Making
- 9. g. Relationship Management
- 10. Summarizing Seven Principles of ISO 9001:2015

Session - 3:

In this session, participants will learn about ISO 9001:2015 Requirements. It covers total 44 slides on below topics:

- 1. Session 3: ISO 9001:2015 Requirements
- 2. Overview of the ISO 9001:2015 Standard
- 3. Clauses: 1, 2 and 3
- 4. Clause 4.0 Context of the organization
- 5. 4.1-Understanding the organization and its context
- 6. Considerations for determining the issues
- 7. Areas to identify issues from external context are shown below:
- 8. Areas to identify issues from internal context are shown below:
- 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

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- 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
- 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 - 4:

In this session, participants will learn about ISO 14001:2015 Requirements. It covers two parts:

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

- 1. Session 4A: 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...)
- 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...)

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- 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 4B: 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
- 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

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> Session - 5:

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 5A: 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...)
- 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

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- 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 5B: ISO 45001:2018 Requirements (Clause 8.0 to 10.0)
- 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

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- 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 - 6:

In this session, participants will learn about Documented Information. It covers total 14 slides on below topics:

- 1. Session 6: Documented Information
- 2. What is documented information?
- 3. Flexibility in documentation in management system
- 4. ISO 9001, ISO 14001 and ISO 45001 Management System Documented Information
- 5. Four tier Document Structure
- 6. Tier-1: System Manual (Optional)
- 7. Tier-2: Quality Procedures (Optional)
- 8. Tier-3: System Documented Information
- 9. Tier-4: System Documented Information
- 10. List of Maintain Documented Information
- 11. List of Maintain Documented Information (continued...)
- 12. List of Retain Documented Information
- 13. List of Retain Documented Information (continued...)
- 14. Control of Documented Information

> Session - 7:

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

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- 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 Environmental Aspect – Impact, Objective & Plan. It covers total 33 slides on below topics:

- 1. Session 8 : 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

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

> <u>Session - 9 :</u>

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

- 1. Session 9: 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

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- 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

> Session - 10:

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

- 1. Session 10: IMS 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
- 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

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- 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 - 11:

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

- 1. Session 11: 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

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- 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 – 12:

In this session, participants will learn about Performing an Audit. It covers total 20 slides on below topics:

- 1. Session 12: Performing an Audit
- 2. Performing audit activities
- 3. Overview of Quality & HSE Management System Internal 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
- 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..?....

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\triangleright Session – 13:

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

- 1. Session 13: 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

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 13 topics.

Sr. No	Name of Literature	Total Pages
1	Overview of ISO 9001, ISO 14001 & ISO 45001	15
	Management System	
2	Principles of Quality Management System	6
3	Clause-wise Requirements of Quality Management System	18
4	Clause-wise Requirements of Environmental Management	27
	System	
5	Clause-wise Requirements of OH&S Management System	33
6	Documented Information	10
7	Risk Management	12

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8	Environmental Aspect – Impact, Objective & Plan	15
9	Hazard / Risk Identification	15
10	IMS System Internal Audit Process	26
11	Audit Terms and Definitions and Roles and Responsibilities	13
12	12A. Performing Audit	15
	12B. ISO 9001:2015 Audit Checklist	32
	12C. ISO 14001:2015 Audit Checklist	25
	12D. ISO 45001:2018 Audit Checklist	28
	12E. IMS Manual	53
13	Nonconformity Reporting and Corrective Action	10

Part – 3 Actual Meetings, Audit and Training Videos:

A complete video demonstration of opening – closing meetings Audit meeting as well as actual training session videos on Documentation, Internal Audit are 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 3 : ISO 9001:2015 Requirements (03 videos)	150 Minutes
2	Session 5 : HSE Requirements (03 videos)	180 Minutes
3	Session 6 : IMS Documented Information	45 Minutes
4	Session 7 : IMS Risk Management	50 Minutes
5	Session 10: IMS Internal Audit Process	70 Minutes
6	Session 10: Audit Opening Meeting	10 Minutes
7	Session 12: Performing Actual Audit	06 Minutes
8	Session 13: Conducting Audit Closing Meeting	6.30 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 60% marks. User can reappear and clears each exam to complete the course and get download/print their IMS Certified Lead Auditor Training certificate.

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Part – 5 Audit Checklists:

The Audit checklists with more than 800 Environmental Management System audit questions as below:

- 1. ISO 9001:2015 clause wise & department wise audit questions
- 2. ISO 14001:2015 clause wise & department wise audit questions
- 3. 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 9001:2015, ISO 14001:2015 & ISO 45001:2018.
- ✓ Understand the ISO 9001, ISO 14001 and ISO 45001 Management 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.

For more information about IMS Certified Lead Auditor Training Click Here

www.punyamacademy.com E mail: sales@punyamacademy.com Tele: +91-79-2979 5322 Page 17 of 19

E-learning Course Duration: 32 Hours (5 Days)

Website: www.Punyamacademy.com

Chapter - 3: WHO SHOULD ATTEND THIS COURSE?

This course is developed and brought to you by Punyam Academy; Punyam Academy is registered and certified under a scheme of Personnel Certification as per ISO/IEC 17024, 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 me 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.



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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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