



ISO 45001 Lead Auditor Training Course

ISO certification of international standards have seen significant growth and importance in recent times, with a 97.3% increase in worldwide certificates for ISO 45001 in 2022, and there are 426,716 ISO 9001 certificates in China, over 10,000 in HK. The roles of the manager and compliance auditor is critical in ensuring a safe, secured, efficient operations, and controlled risk environment for assets and stakeholders in the property management, security sector, across various industries like real estate and property developer, wholesales, retail trade, healthcare, IT, Finance and banking, manufacturing, education, and government, and its growth are expected to continue in the future.

For career growth, It is essential that the auditors and participants should have the necessary tools, knowledge, and skills to conduct effective inspections, operation audits and improve their organisation's systems continuously, enhancing their ability to contribute to the success of their organisation and the competition in the job market. By completing this course, and becoming a certified Lead Auditor, participants can enhance their professional skills and credibility with colleagues, management and external stakeholders.

More practically, our top five students in the exam will have the opportunity to secure on-job training (OJT), which can further enhance their experience, confidence, and career development.

Who should attend this ISO 45001 Lead Auditor training course?

- Managers, supervisors, consultants, audit team members, staff members, or/and individuals who are interested in their career growth, to improve their business systems, and the globally recognised ISO 45001 Occupational Health and Safety Management System (OH&S MS).
- Staff and individuals who are required to extend their scope of management duties into the ISO 45001 Occupational Health and Safety Management System (OH&S MS), and become an auditor.
- Students can grasp the core principles accordingly and develop the skills necessary to lead audit projects, conduct effective audits, and write professional audit reports.

Course Highlights

- Expert instructors with over 20 years extensive experience in ISO auditing
- Adaptive learning tailored to participant's specific needs and expectations to ensure that students get the most out of their training
- Role-play simulation, interactive exercises, and quizzes, for audit processes study
- Case studies focus on real-world scenarios and challenges, demonstrate successful ISO implementation in participants' industry

Key Takeaways

- Practical study to develop soft skills, like analysis skills, project leading, communication, and problem-solving skills, for conducting successful ISO audits
- Attendance certificates for CPD credits based on contact hour
- Professional certificates to showcase your skills and knowledge to potential employers
- Graduates of top 5 exam results might have OJT (On-Job Training) opportunities with real customers' organization, led by Project Manager and mentoring by Dr Danny Ha, for getting life experience in ISO auditing.



10C, Kwun Tong Industrial Centre
Phase Four, Kwun Tong (optional
training center in Cheung Sha Wan),
and via online Zoom



Cantonese w/ English notes



Anyone interested in career growth
in occupational health and safety
management

Information Seminar

Date: 03/10/2023 Tue (max 18 seats and online Zoom)

Time: 20:00 - 21:00

- Agenda:
- presentation together with online zoom
 - discuss the major concepts of lead auditing and ISO certification cycles
 - explain the benefits and advantages of this course
 - share success stories and case studies
 - solve any problem and question for the participants
 - lucky draw (Five free-trial seats, for the 3-hour first lesson)
 - exclusive enrollment discount for non-member
 - one CPD contact hour certificate for this seminar
 - networking with industry professionals fostering business opportunities

Fee: Free of charge

Certified ISO 45001:2018 Lead Auditor Training

Date: 28/10/2023, 29/10/2023, 11/11/2023, 12/11/2023, 02/12/2023, 03/12/2023, 16/12/2023,
and 17/12/2023

Time: 19:00 - 22:00

Fee: Member: HKD \$6,800 / HKD \$5,400*
Non-member: HKD \$7,800 / HKD \$6,240*
(Optional) An additional HKD \$500 will be charged for Lead Auditor Exam & Certificate

*Early Bird Price available for applicants on or before **3 October 2023**

Remarks

1. The application deadline of the training is **5 October 2023**.
2. Late submission will NOT be considered.

Course Outlines:

Certified ISO 45001 Lead Auditor Training

- develop the core expertise to perform an Occupational Health and Safety Management System (OH&S MS) audit by applying widely recognized audit principles, procedures and techniques.
- understand in-depth the core principles of hazard identification, assessment of risks and opportunities, and continual improvement.

Lesson 1: Introduction to ISO 45001: 2018

- Overview the framework of ISO 45001
- Core elements of occupational health and safety management system
- Key concepts of ISO 45001 from an implementation and audit perspective

Lesson 2: ISO 45001: 2018 Requirements (I)

- Specific documented information requirements of ISO 45001 (Clause 4 to 7)
- Implementation challenges and best practices
- Class discussion and interpretation

Lesson 3: ISO 45001:2018 Requirements (II)

- Specific documented information requirements of ISO 45001 (Clause 8 to 10)
- Implementation challenges and best practices
- Class discussion and interpretation
- Use case studies to illustrate the requirements of ISO 45001

Lesson 4: Audit Principles and Techniques (I)

- Audit principles, planning, and preparation
- Access the ISO audit skills
- Role play exercise

Lesson 5: Audit Principle and Techniques (II)

- Use case studies to illustrate non-conformance in ISO 45001
- Plan, conduct and follow-up auditing activities
- Review key takeaways.

Lesson 6: Audit Report Writing

- Structure and content of effective audit reports
- Writing style, avoidance of mistakes and pitfalls
- Quality assurance and review process
- Class exercise to practice writing effective audit reports

Lesson 7: Audit Program Management

- Develop an audit program with objectives and scope
- Access project management skills for an audit project
- Case studies of successful audit program management

Lesson 8: Case Studies and Conclusion

- Analyze case studies and scenarios to develop effective audit strategies
- Apply critical thinking and problem-solving skills to identify potential non-conformances
- Review and discuss audit reports and corrective actions

Trainer:

Mr. Jason Kwan

ISO Lead Auditor, Hon. Professional Advisor APC, Deputy Secretary HKISP, MSRSO, PM(S)HKOSHA, RSO

Mr Kwan is an Occupational Health and Safety Management and Security Management professional. He is a Top Managerial Staff in two Security Companies, an OSH & Environmental Consultant Company, and a Trainer Centre. He has extensive experience in these fields and holds multiple certifications and qualifications, including a master's degree in Energy and Environmental Sustainability and a master's degree in Safety, Occupational Health and Environmental Management. He is also an experienced trainer for TTT, MBST, MBSTR, OSH, VTC QASRS, FSA, a BSI OH&S MS Internal Auditor, and an Honorary Professional Advisor of the Academy of Professional Certification (APC).

Certificate of Training:

- **Attendance Certificate:** Upon completion of this course
- **ISO 45001 Lead Auditor Certificate:** Upon completion of this course and exam

Enrollment Methods:

For more details and enrollment, interested participants can contact HKISP at +852 61678465 or email admin@hkisp.org.hk.

The course information website is www.hkisp.org.hk.

Registration Form

