



EXEMPLAR
GLOBAL

IMS (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)

Lead Auditor Training Course

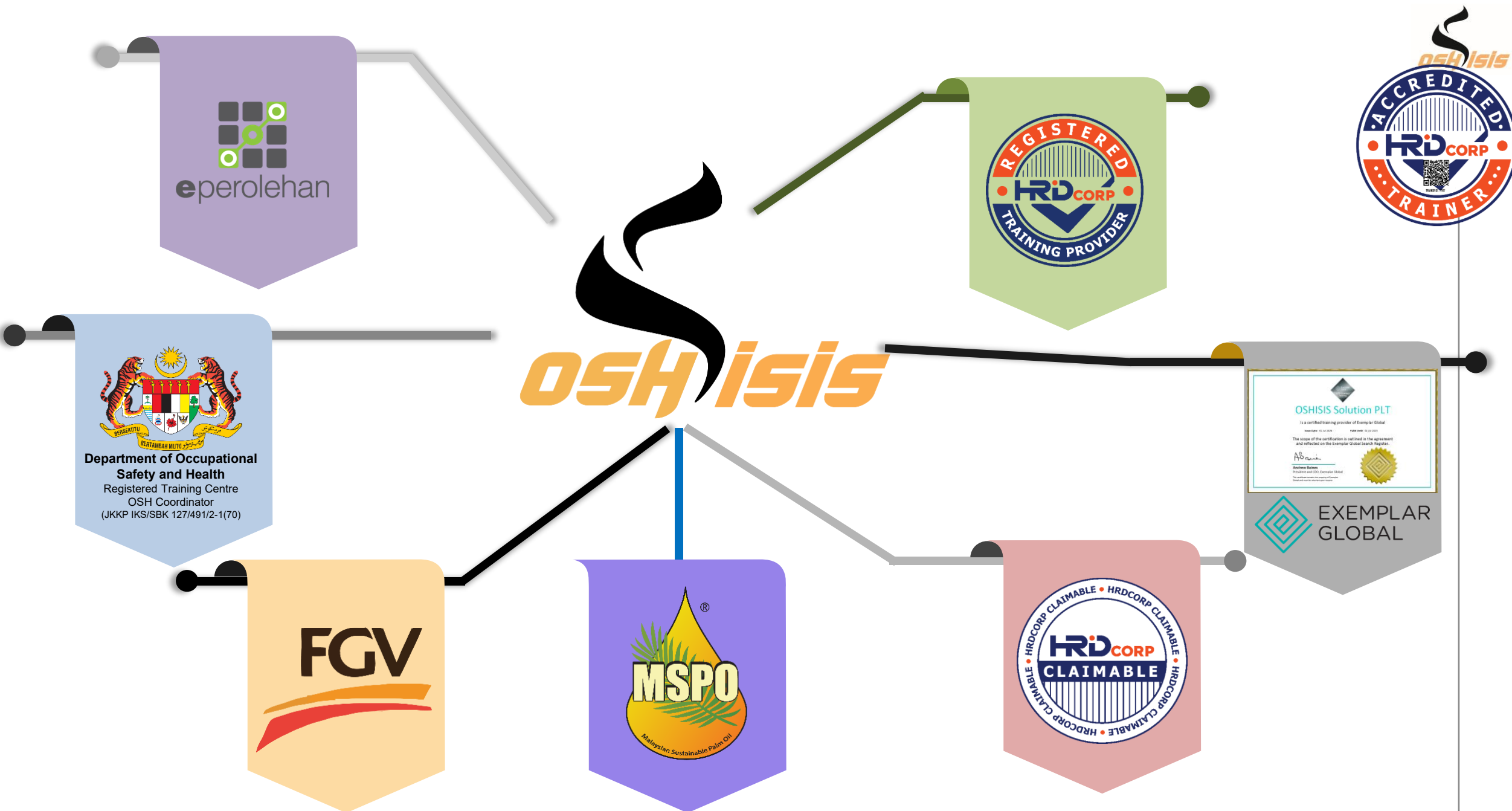
Gain Recognized Certification

Be officially certified as an IMS Lead Auditor under the Exemplar Global RTP framework.



EXEMPLAR
GLOBAL

RTP Certified
Training



Garis Panduan Kursus SBL-Khas

i

Senarai kehadiran pelatih yang mempunyai clock-in dan clock-out semasa latihan dijalankan bagi kelas virtual (bertanda tangan jika kelas fizikal).

ii

Gambar semasa latihan dijalankan. (4 keping - gambar penuh, depan, belakang, sisi kanan dan kiri bagi latihan fizikal manakala kelas virtual tidak perlu)

iii

Screenshot log-in pelatih iaitu mempunyai wajah dan nama asal peserta (Hanya untuk program secara virtual).

Make a name tag on A4 paper.



Pre-Training Notification to Exemplar Global 14 days before the training

OSHISIS SOLUTION PLT

No. 17-1B, Tingkat 1, Block 6, Jalan Pahat H 15/H, Dataran Otomobil, Seksyen 15, 40200 Shah Alam, Selangor, MALAYSIA.
Email: admin@osh-isis.com Tel: +6019-279 1152

Participant Evaluation

Training Evaluation Summary

Training Date : 5 to 7 Dec 2023
Location : Shah Alam
Participants : 9 persons

Summary of Evaluation

(Average performance from all participants)

No	Evaluation subject	Rating from 1 - 5 (Average rating out of max 5 marks)
Section 1: Evaluation for the course		
1	Course Content	
2	The courses are well designed	5.0
3	Deliverables through training manual, slide presentation and other handouts	5.0
Section 2: Evaluation for the Trainer / Speaker		
4	The ability of the speaker to describe the topic	4.9
5	The ability of speakers to relate topics to company operations / work situations	5.0
6	The speaker is confident in answering the question	5.0
7	The effectiveness of lecturing & communication techniques	5.0
8	The speaker is able to give added value to the workplace	4.9
Section 3: Course level understanding of the topic		
9	Knowledge improved after attending the course	4.9
10	Ability to apply the subject to the workplace	4.9
Section 4: Overall performance of training session		
11	The objective of attending the course is achieved?	4.9
12	Overall assessment of...	

Version date 29 April, 2019

100%

No Q answered

99%

Preliminary

Candidate Identification

Name of candidate **Log Fong Chin**
MyKad or ID **8210101601**
Company Name **Goodwood Valley Sdn Bhd**
Mailing Address **25, LORONG 2, TAMAN PANTAUINDAH,**

Exam Rules

front page

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Email: admin@osh-isis.com Tel: +6019-279 1152

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of

evement

to certify that

il Bin Othman
No.: 71XXXX-10-3811
essfully participated for MSPO Lead Auditor
ustainable Palm Oil (MSPO) Standards with
2530:2022 – Part 2, Part 3 and Part 4
on
5 to 27 September 2023

Principal

Confirmation of Lead Auditor Program

AI admin@osh-isis.com
To 'Eliza Anak Nojin'
Cc 'Mohd Hasbollah Suparyono'

Wed 11:22

TTT_HRDC_Dewillilah.pdf
235 KB

TTT Shawal.jpg
64 KB

Dr Shawal CV.pdf
167 KB

Dewillilah CV OH IH.pdf
390 KB

Dear Eliza,

Kindly informed that the MSPO Lead Auditor Training, first program from OSHISIS Solution PLT is confirmed to be conducted from **25th to 29th March 2024 (time: 09:00 to 17:00)**.

We are pleased to acknowledge the participation of **17 attendees** for this training session.

The training will take place at the following address:

Wisma MSOSH
1, Jalan Pegaga D U12/D
Desa Alam, Section U12
40170 Shah Alam, Selangor

Post-Training: Report Submission to Exemplar Global

- Assessment result
- Summary of training evaluation or feedback by the participants
- Recommendation for awarding the certificate of achievement (Passed)

IMS Lead Auditor Training Course

Recognized Training Provider (ETP) shall design its module with the following requirements as minimum

STANDARDS

INTERNATIONAL
STANDARD

**ISO
45001**

First edition
2018-03

**Occupational health and
safety management systems —
Requirements with guidance for use**

*Systèmes de management de la santé et de la sécurité au travail —
Exigences et lignes directrices pour leur utilisation*

ISO 19011:2018

INTERNATIONAL
STANDARD

**ISO
19011**

Third edition
2018-07

**Guidelines for auditing management
systems**

Lignes directrices pour l'audit des systèmes de management

ISO/IEC 17021-1

INTERNATIONAL
STANDARD

**ISO/IEC
17021-1**

First edition
2015-06-15

**Conformity assessment —
Requirements for bodies
providing audit and certification of
management systems —**

Part 1:
Requirements



Case studies

Framework of syllabus

Focus Area

IMS Lead Auditor Training Course

Objective of Training:

1. To provide participants with a comprehensive **understanding of Integrated Management System (IMS)**, including the structure, key requirements, and benefits of ISO 9001, ISO 14001 & ISO 45001.
2. To develop participants' **skills** in planning, conducting, and reporting IMS audits using appropriate audit techniques.
3. To enhance participants' **leadership and management capabilities** in the context of IMS audits, including roles of lead auditors, team coordination, and effective communication.
4. To equip participants with the **ability to assess compliance with IMS standards** and identify opportunities for continual improvement.

Framework of syllabus

Day 1: Foundation, Integration & System Understanding

IMS Lead Auditor Training Course

Training Module:

Welcome and Course Overview

- ❖ Introduction to the course structure and objectives.

Module 1: Introduction: Integrated Management System and Understanding of IMS

Learning Outcome

- Describe the concept and purpose of a management system, including the key definitions and distinctions between standalone and integrated systems.
- Explain the benefits, structure, and certification process of an Integrated Management System (IMS) based on ISO 9001, ISO 14001, and ISO 45001.
- Understand the High-Level Structure (HLS) and how it facilitates the establishment and alignment of multiple ISO management system standards within a single framework.

Framework of syllabus

Day 1: Foundation, Integration & System Understanding

IMS Lead Auditor Training Course

Training Module:

Topic Discussed

- ❖ What is a management system?
- ❖ Definitions
- ❖ Integrated Management System
- ❖ Benefits of IMS (Integrated Management System)
- ❖ Understanding Integrated Management System (IMS) Certification
- ❖ Certification Process
- ❖ Establishment of Integrated Management System
- ❖ The High-Level Structure (HLS) of ISO Management System Standards

Framework of syllabus

Day 1: **Foundation,** **Integration &** **System** **Understanding**

IMS Lead Auditor Training Course

Training Module:

Module 2: Auditor Governance and Impartiality in Certification Bodies

Learning Outcome

- Explain the principles and practices for managing impartiality within ISO certification bodies, in alignment with ISO/IEC 17021-1 requirements.
- Demonstrate understanding of auditor role clarity, competence, and required attributes, including the knowledge and skills necessary for effective IMS audit performance.
- Differentiate between team-based and site-based audit models and evaluate their application within various ISO certification schemes.

Framework of syllabus

Day 1: Foundation, Integration & System Understanding

IMS Lead Auditor Training Course

Training Module:

Topic Discussed

- ❖ Management of Impartiality
- ❖ Ensuring Role Clarity and Competence in ISO Audit Practice
- ❖ Auditor Competence – Knowledge, Skills, and Attributes for Effective IMS Auditing
- ❖ Audit Models for ISO Certification: Team-Based vs Site-Based Structures

Framework of syllabus

Day 1: Foundation, Integration & System Understanding

IMS Lead Auditor Training Course

Training Module:

Module 3: Integrating Leadership, Support, and Performance for OH&S Improvement (Clauses 4–10)

Learning Outcome

- Describe how Clauses 4 to 10 of ISO 45001 interrelate to support OH&S improvement.
- Apply risk planning and operational control strategies in line with ISO 45001.
- Demonstrate how leadership, support, and performance evaluation contribute to a resilient OH&S management system.

Topic discussed

- Understanding Clause 4 & 6 of ISO 45001: Context, Interested Parties, and OH&S Risks and Opportunities
- Bridging Risk Planning and Operational Control in ISO 45001

Framework of syllabus

Day 1: Foundation, Integration & System Understanding

IMS Lead Auditor Training Course

Training Module:

Module 3: Integrating Leadership, Support, and Performance for OH&S Improvement (Clauses 4–10)

Topic discussed

- From Leadership to Results: How ISO 45001 Clauses 5, 7 & 9 Interconnect to Drive OH&S Performance
- Leadership to Improvement for a Resilient OH&S Management System

Framework of syllabus

Day 2: Risk, Compliance & Legal Alignment

IMS Lead Auditor Training Course

Training Module:

Module 4: OH&S Risk Management and Legal Compliance

Learning Outcome

- Apply risk assessment methodologies and hazard identification techniques to manage OH&S risks effectively.
- Implement appropriate risk control measures in accordance with OH&S management principles.
- Demonstrate understanding of key legal requirements under OSHA, including workplace compliance, permits, roles, and classification of incidents.

Framework of syllabus

Day 2: Risk, Compliance & Legal Alignment

IMS Lead Auditor Training Course

Training Module:

Module 4: OH&S Risk Management and Legal Compliance

Topic discussed

- Risk and Opportunities
 - OSH Risk Assessment Methodologies
 - Hazard Identification & Risk Control Measures
- Legal Compliance and OSH Requirements
 - OSHA Enabler
 - Workplace Compliance
 - Legal Permits, Licenses & Certificates
 - OSH Competency & Roles
 - Workplace Accidents & Incidents Classification
 - Draft Laws under OSHA

Framework of syllabus

Day 3: Audit Principles, Planning & Execution

IMS Lead Auditor Training Course

Training Module:

Module 5: Auditing Principles and ISO 19011:2018 Guidelines

Learning Outcome

- Demonstrate the knowledge, skills, and attributes required for effective OH&S auditing based on ISO 19011:2018 guidelines.
- Plan, implement, and manage an OH&S audit programme, including audit scheduling and resource coordination.
- Apply auditing principles and techniques to conduct, monitor, and review audits in line with ISO 19011 best practices.

Framework of syllabus

Day 3: Audit Principles, Planning & Execution

IMS Lead Auditor Training Course

Training Module:

Module 5: Auditing Principles and ISO 19011:2018 Guidelines

Topic discussed

- Auditor Competence – Knowledge, Skills, and Attributes for Effective OH&S Auditing
- Principles of Auditing
- Managing an Audit Program
- Planning an Audit Programme
- Implementing the Audit Programme
- Monitoring & Review

Framework of syllabus

Day 3: Audit Principles, Planning & Execution

IMS Lead Auditor Training Course

Training Module:

Module 6: Audit Execution (Onsite Assessment)

Learning Outcome

- Prepare and initiate onsite OH&S audits effectively, ensuring readiness of audit tools and team coordination.
- Conduct audit activities using structured observation, interviews, and document review techniques.
- Apply the Turtle Diagram to assess process performance and verify compliance with OH&S requirements.

Framework of syllabus

Day 3: Audit Principles, Planning & Execution

IMS Lead Auditor Training Course

Training Module:

Module 6: Audit Execution (Onsite Assessment)

Topic discussed

- Initiating and Preparing for the Audit
- Conducting Audit Activities
- Using the Turtle Diagram for Process Audit

Framework of syllabus

Day 4: Reporting, Follow-up & Auditor Competency

IMS Lead Auditor Training Course

Training Module:

Module 7: Post-Audit Activities and Auditor Competency

Learning Outcome

- Prepare and complete audit reports that are clear, accurate, and aligned with audit objectives.
- Perform follow-up activities to verify the effectiveness of corrective actions and continual improvement.
- Evaluate auditor performance based on competency criteria and identify opportunities for development and improvement.

Framework of syllabus

Day 4: Reporting, Follow-up & Auditor Competency

IMS Lead Auditor Training Course

Training Module:

Module 7: Post-Audit Activities and Auditor Competency

Topic discussed

- Reporting, Audit Report Distribution & Completion
- Audit Follow-up Activities
- Auditor Competence, Evaluation and Improvement
- Management System Accreditation and Certification Body Requirements

Framework of syllabus

Day 5: Examination, Review & Course Closure

IMS Lead Auditor Training Course

Training Module:

Module 8: Audit Practice and Certification Simulation

Activities

- Mock Audit Exercise (Simulated Audit Scenario)
- Team Role Play: Lead Auditor, Auditor, Auditee
- Debriefing and Feedback
- Certification Assessment and Review

Assessment

on Participant's Understanding

85%

(min)

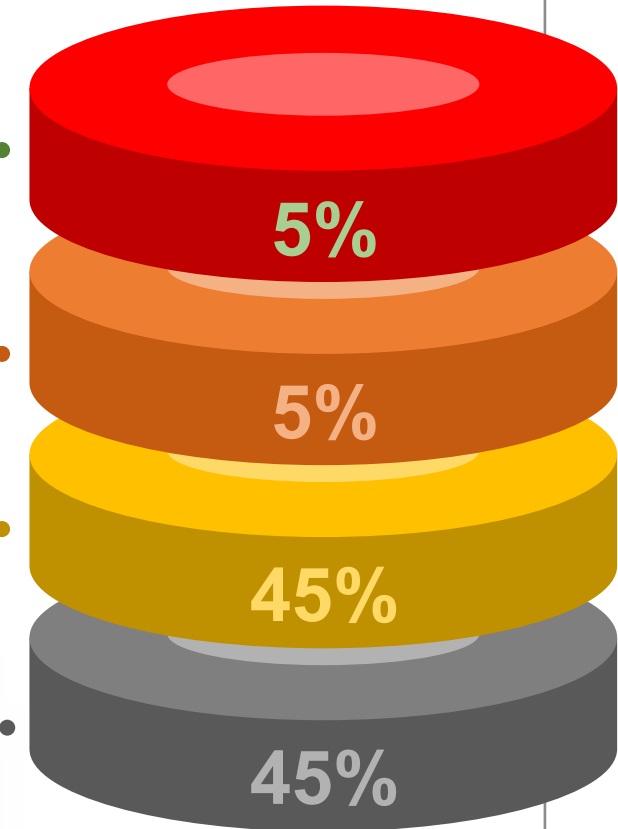
Passing marks

Participation:
Attendance + Active
Exchange Input

Quiz: Day 2 to Day 3

Assignment:

Online Final Exam:
Multi sets of question



Module 1

Introduction: Integrated Management System and Understanding of IMS

Integrated Management System

Management System

The way in which an organization manages the interrelated parts of its business in order to achieve its objectives



IMS

An Integrated Management System combines multiple management standards into a single system to manage various aspects of organizational performance through shared documentation, processes, and responsibilities.



Level of Integration

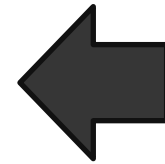
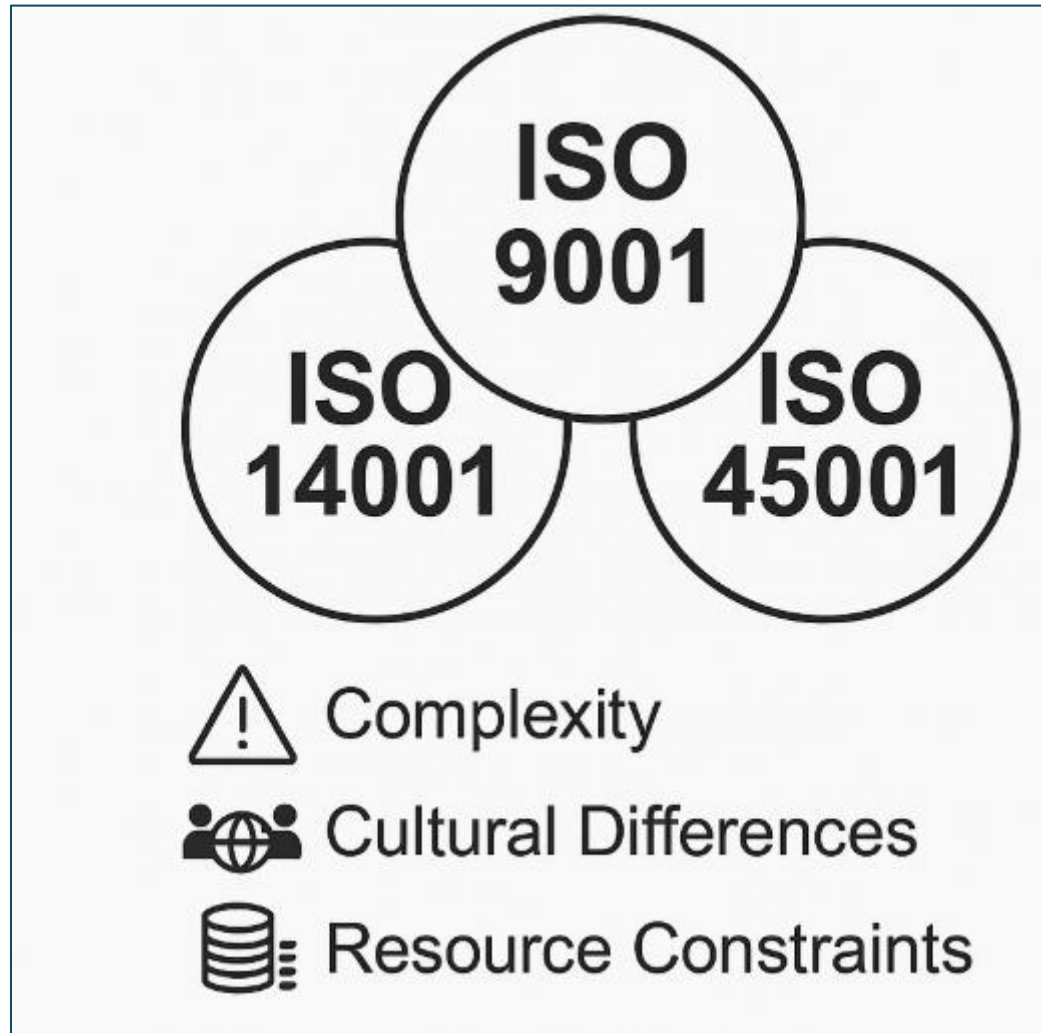
Integration is the extent to which an organization uses one management system to meet multiple standards by combining documentation, processes, and responsibilities.



IMS Character

- Integrated **documentation** and **work instructions**.
- Integrated **management reviews** aligned with business strategy.
- Integrated **internal audits**.
- Integrated **policy** and **objectives**.
- Integrated **system processes**.
- Integrated **improvement mechanisms** (corrective, preventive, measurement, improvement).
- Integrated **support** and **responsibilities**.

Integrated Management System

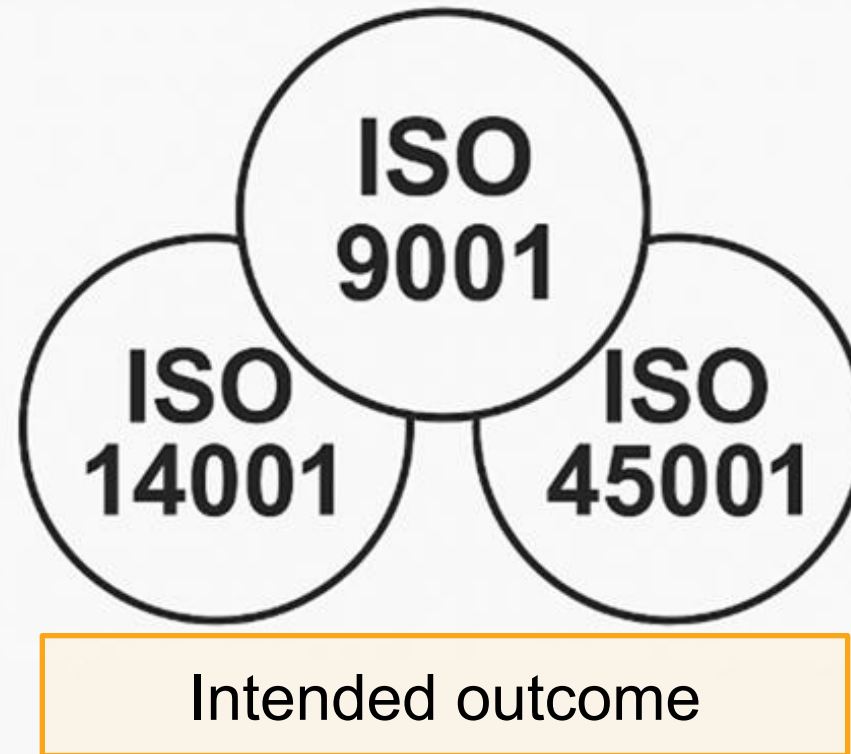


The goal of an IMS is to improve overall organizational performance

Check the intended outcome

Integrated Management System

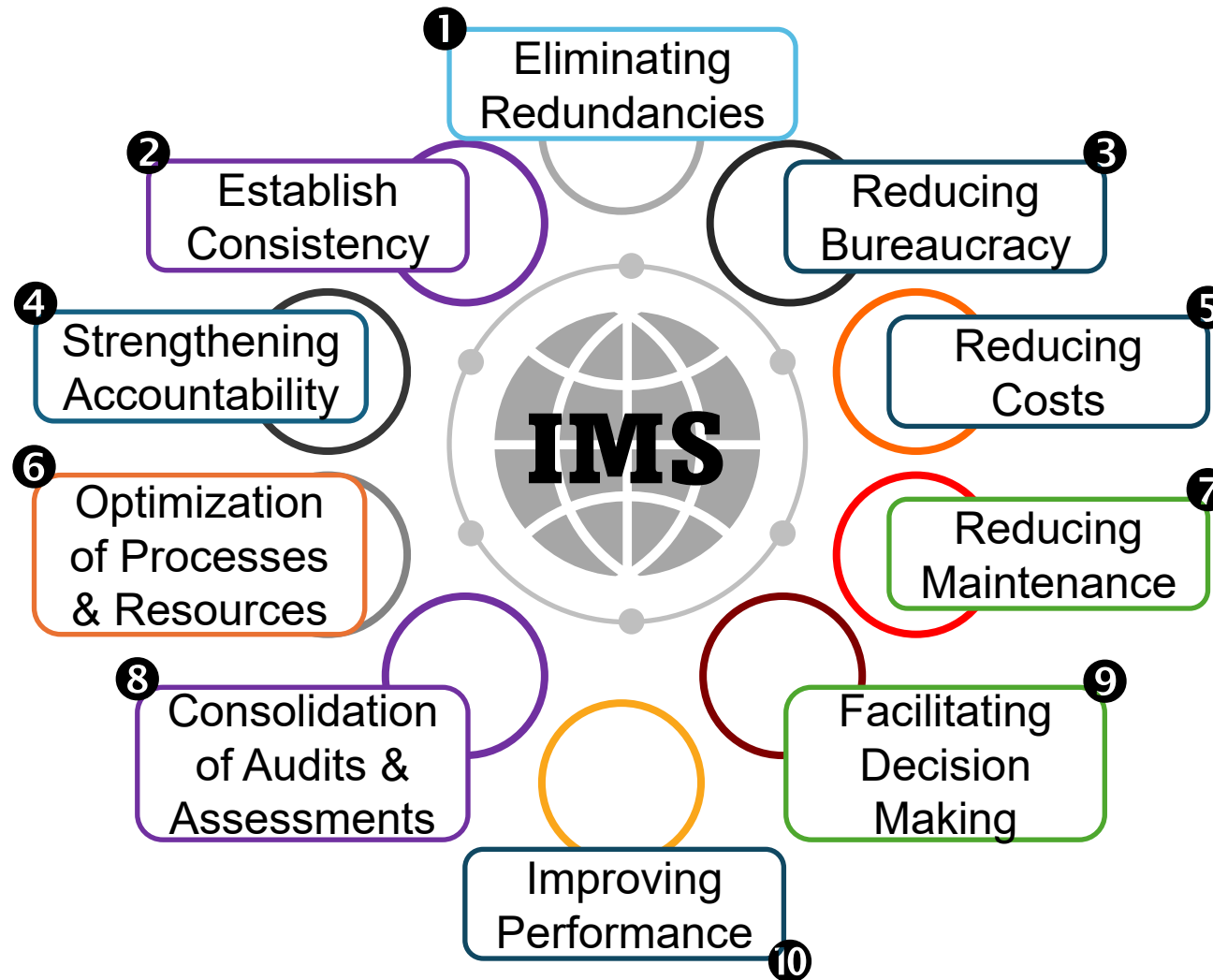
Products & Service – meet with
customer requirements & legal
requirements (Customer
satisfaction)



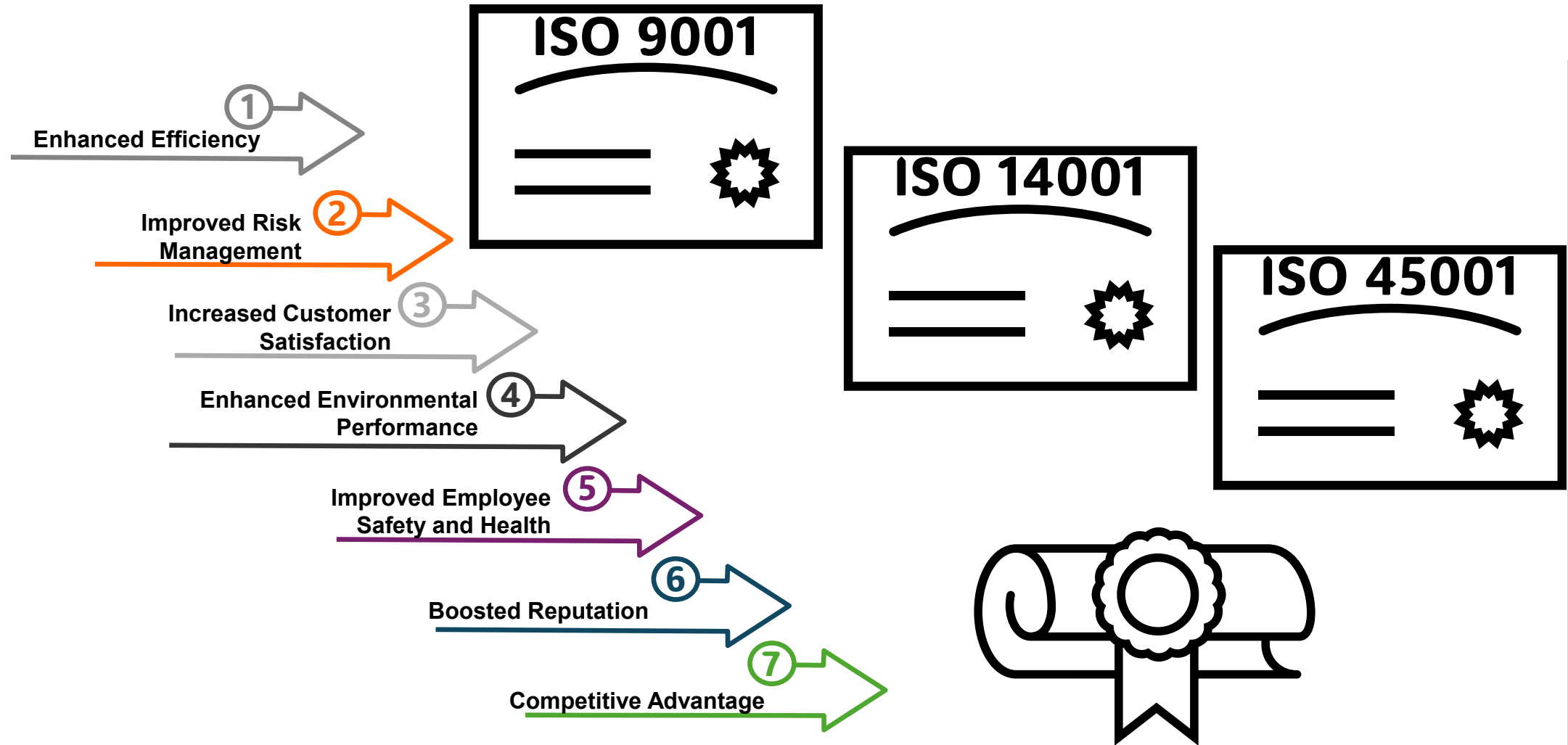
- enhancement of environmental performance;
- fulfilment of [compliance obligations](#);
- achievement of environmental objectives.

- continual improvement of OH&S performance;
- fulfilment of legal requirements and other requirements;
- achievement of OH&S objectives.

Benefits of IMS (Integrated Management System)

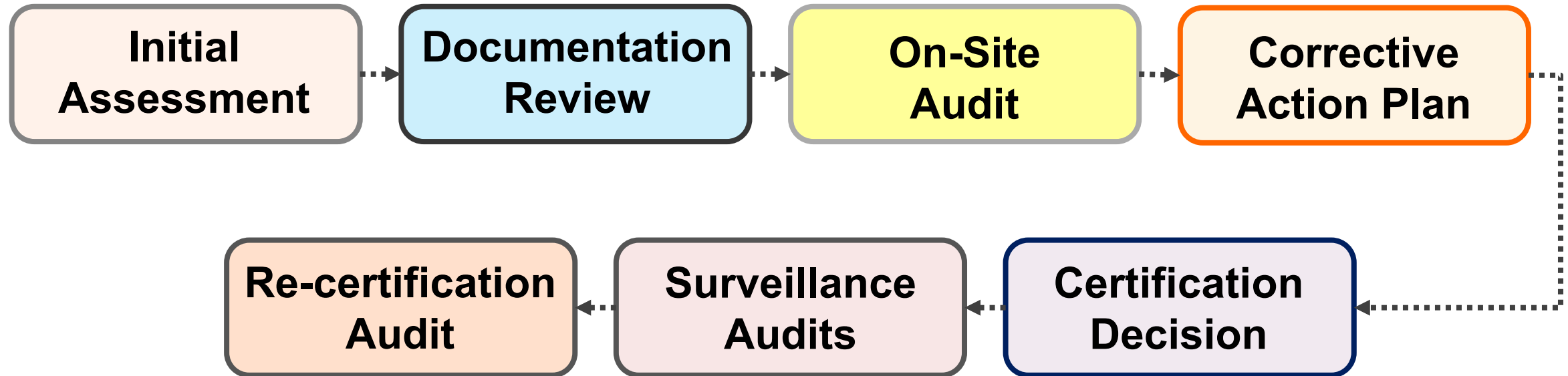


Benefits of IMS certification



Certification Process

The typical process for IMS certification involves the following steps



Single Certification vs. Integrated Management System Certification

	Pros	Cons
Single Certification	Focuses on specific areas of management, such as quality, environment, or health and safety.	Can lead to duplication of efforts, increased administrative burden, and potential inconsistencies
Integrated Management System Certification	Streamline processes, reduces costs, and enhances overall performance	Can lead to duplication of efforts, increased administrative burden, and potential inconsistencies

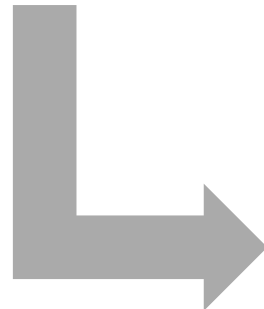
Establishment of Integrated Management System

No.	Key Element	Description
1	Top Management Commitment	Strong leadership support is crucial. Management must set objectives, allocate resources, and actively promote the IMS across the organization.
2	Gap Analysis	Identify the current state of existing systems and compare with ISO 9001, ISO 14001, and ISO 45001 to find improvement areas.
3	Documentation Development	Develop procedures, work instructions, and records aligned with IMS requirements.
4	Training and Awareness	Train employees on IMS concepts, benefits, and individual responsibilities within the system.
5	Implementation and Integration	Combine various management systems into a single integrated framework to ensure coherence and consistency.
6	Internal Audits	Perform regular audits to evaluate IMS effectiveness and detect improvement opportunities.
7	Management Review	Conduct periodic reviews by top management to verify the system's suitability, adequacy, and effectiveness.

High-Level Structure (HLS)

Key Benefits of the HLS

- ↳ Consistency
- ↳ Efficiency
- ↳ Integration



Core Structure of the HLS

1. Scope
2. Normative References
3. Terms and Definitions
4. Context of the Organization
5. Leadership
6. Planning
7. Support
8. Operation
9. Performance Evaluation
10. Improvement: