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| **COURSE OVERVIEW** | | | | |
| “*The organization shall conduct internal audits at planned intervals*”- ISO 9001:2015 clause 9.2  Internal audit is one of the requirements of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 standards. The Quality, Environmental, Health and Safety (QEHS) management system internal auditor course enables participants to gain the knowledge and skills required to execute an audit in accordance with ISO 19011. | | | | |
| **COURSE OBJECTIVES** | | | | |
| * Gain knowledge on **ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018** requirements * Equip skills to plan, conduct, report and follow up QEHS internal audits | | | | |
| **WHO SHOULD ATTEND** | | | | |
| * Management Representatives * Steering Committee Members & Process Owners * Those who want to conduct internal audits of their management systems * Those seek to understand the ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 transition clause requirements * Those who seek to understand the concept of risk-based thinking | | | | |
| **COURSE CONTENTS** | | | **COURSE DETAILS** | |
| * Overview of QEHS management systems * Detailed requirements of ISO 9001, ISO 14001 & ISO 45001 * Introduction to Auditing * Planning an audit * Conducting an audit * Reporting an audit * Follow up of an audit | | | Fees : $600 before GST  Medium : English  Venue : 10 Anson Road  #36-05A International Plaza  Singapore 079903 | |
| **TRAINING SCHEDULE** | | | | |
| \*Tick one only  16 May 2018 and 17 May 2018 (Wed & Thurs)  20 Jun 2018 and 21 Jun 2018 (Wed & Thurs)  18 Jul 2018 and 19 Jul 2018 (Wed & Thurs)  15 Aug 2018 and 16 Aug 2018 (Wed & Thurs) | | | Time : Day 1- 0900 to 1800  Day 2- 0900 to 1800  Duration : 16 hours | |
| **PARTICULARS OF COMPANY** | | | | |
| Company Name: | | | | |
| Company Address: | | | | |
| Contact Person: | | Email: | | |
| Contact No: | | Designation: | | |
| **PARTICULARS OF APPLICANT** | | | | |
| Full Name: | | NRIC/FIN: | | |
| Contact No: | | Email: | | |
| **TERMS AND CONDITIONS** | | | | |
| 1. In view of Personal Data Protection Act, I hereby authorize Quality Safe Consultants Pte Ltd to use my personal information for purposes relating to the above-mentioned course application. 2. I agree to abide by the rules & policy of Quality Safe Consultants Pte Ltd at all time during the training sessions. 3. Course registration form must be submitted at least one week before course commencement. 4. Full payment shall be made before commencement of class. Course reservations are only confirmed upon receipt of payment. Accepted modes of payment include cheque payment (crossed and made payable to QUALITY SAFE CONSULTANTS PTE LTD) and cash payment. 5. Upon registration, please ensure participant attends the class. Full course fee will be imposed if participant/s does not attend the class without prior notice. No refund will be given for absentees. 6. Cancellation charges of 50% of course fee is imposed for any cancellation made less than 7 days before course commencement. 7. Quality Safe Consultants Pte Ltd reserves the right to cancel or postpone the course due to unforeseen circumstances, and shall not in any way be liable for damages or compensation. 8. The applicant shall on submission of this Course Registration Form to Quality Safe Consultants Pte Ltd be deemed to have accepted all the terms and conditions above. | | | | |
| **DECLARATION** | | | | |
| I declare that the particulars given by me are true to the best of my knowledge and belief, and acknowledged and accepted the terms and conditions stated. | | | | |
| Signature of Applicant: | Date: | | | Company Stamp: |
| **OFFICIAL USE ONLY** | | | | |
| Payable Amount: | Tax Invoice No: | | | Date Received: |
| Initiate by: | Remarks: | | | |
| **HOW TO GET HERE** | | | | |

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| **MRT Station:**   * EW15 Tanjong Pagar (Exit C)   **Bus Stop:**  International Plaza is located to several bus stops at opposite Mas Building, Bus Stop Hub Synergy Point, and Bus Stop International Plaza. Bus service includes: 57, 131, 167, 186, 532, 533, 534, 535, 536, 542, 543, 548 and 549  **Car/ Driving:**  QSC advises participants not to drive to our training venue due to volume and charges at CBD area.  **Parking charges:**   * **Monday – Friday before 5/6 PM**   $2.20/30 minutes from 7am to 5pm   * **Monday – Friday after 5/6 PM**   $3.00/entry from 5pm to 7am the following day |  |