Auditing Oil & Gas Industry Quality Management Systems

INTRODUCTION

- This Auditing Oil & Gas Industry Quality Management Systems training course will give attendees a thorough in-depth knowledge of the International ISO management system standards on quality (ISO 9001:2015), environment (ISO 14001:2015) and occupational health and safety (ISO 45001:2018).
- Attendees will be given a detailed understanding of how to audit both supplier companies and their own organisation. The emphasis on the results of auditing will be a focus for delegates to assist their own organisations in achieving improved performance in their businesses in the three given areas of quality, environment and health and safety, leading to improved profitability.
- This Management Systems Auditor training course is designed to involve all course delegates with a substantial number of team learning exercises.

This training course will highlight:

- Understanding of the latest versions of ISO 9001, ISO 14001 and ISO 45001
- Audit planning
- Audit performance to focus on business risk areas
- Audit reporting focusing on added value to delegates' businesses
- Organisational improvement techniques

OBJECTIVES

This training course is intended to give delegates the ability to:

- Understand all ISO 9001, ISO 14001 and ISO 45001 clauses and sub-clauses
- Be able to explain to colleagues any detail of ISO 9001, ISO 14001 and ISO 45001
- Plan, conduct and report management system audits
- Be a driving force in an organisation's improvement processes
- Audit supplier companies to advise on improvement
- Plan and perform added value management system audits focusing on improvement

TRAINING METHODOLOGY

- This Auditing Oil & Gas Industry Quality Management Systems Auditor training course is based on the concept accelerated learning. This means that there will be class lectures with delegates encouraged to take part in discussions and sharing their experience followed by team exercises to test and consolidate delegates' understanding of the presented topics.

ORGANISATIONAL IMPACT

The organisation will gain precise knowledge in how to improve:

- Operational performance
- Environmental performance
- Health and safety performance

PERSONAL IMPACT

Participants will increase their personal knowledge of and performance abilities as follows:

- Understanding good management practice in quality, environment and health and safety
- Passing on best practice knowledge to staff they meet during audits
- Documenting and presenting to management observations and concerns in a concise manner so that improvement can be ascertained
- Advising their own organisation in improvement in quality, environment and health and safety
- Advising supplier organisations in improvement in quality, environment and health and safety
- Gaining knowledge of parts of their organisation that they would not normally see, thus offering themselves a greater flexibility to take on responsibilities in a wider range of departments

WHO SHOULD ATTEND?

- Senior Managers keen to see how to initiate improvement and increased profitability in operations and improvement in environment and health and safety
- Operations managers needing to gain an understanding of enhanced control and departmental improvements
- Younger professionals wishing to gain a detailed knowledge of all areas of their organisation and the potential for improvement (auditing will take them to departments and activities which they would not normally see)
- Quality, environmental and health and safety managers wishing to enhance their knowledge of how to better manage their specialty staff and departments
- Junior quality, environmental and health and safety staff needing to gain a better understanding of the principles and detail of management system standards and the beneficial impact these can have on an organisation
- Purchasing managers who need to assess suppliers for consistency and good performance (by auditing)

Course Outline

Quality Management System (QMS) Audit

- ISO 29001:2010 and 9001:2015 QMS international standards
- Review of 29001 clauses 4-8 and 9001 clause 9 Internal audit requirements
- Quality system requirements
- Types and levels of QMS internal audits
- Documentation in the Quality Management System (QMS)
- Roles and responsibility of auditors

Audit Preparation and Setup

- Terminology and definitions
- Audit concepts and principles
- Planning and conducting effective audits
- Producing audit programme and procedure
- Audit terms of reference
- Interview and note-taking skills

Conducting an Internal Audit

- Internal audit process
- Creation of effective audit checklists
- Communications during audit
- QMS documentation review
- Key personnel interviews
- Physical site observation

Preparing Audit Report

- Review of non-conformities and observations
- Audit findings and conclusions
- Preparation of internal audit report
- Corrective action plan
- Presentation of audit report
- Monitoring and close-out of non-conformities

Review of Internal Audit Process & Assessment

- Review of internal audit process
- Review of internal audit reporting