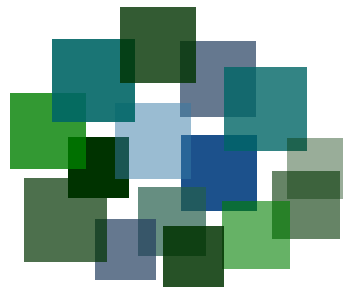




Geotek Global



Geotek Global Certification Pvt. Ltd.

Certified Internal Auditor Course w.r.t. IMS Standards

ISO 9001:2015 Quality Management System

ISO 14001:2015 Environmental Management System

BS OHSAS 18001:2007 Occupational Health and Safety Management System



Lets 'Go Green' Join hands with us to protect environment

Target Audience



Who should attend this interactive course ?

- All levels of management who plan, execute and implement
- All those who are interested personally to learn about IMS
- Whoever is accountable for performance
- Whoever is interested in reducing risk and enjoying life
- Management System Consultants ... and many more

Geotek Global has multidisciplinary skills in segments like automotive, engineering, energy, construction, polymer, chemical, pharmaceutical, paper, fabric, logistics, software, education, agriculture, food, cosmetics, health and fitness industry. We play key role in improving business performance of our customers through our trainings and also ensure that they grow as planned.

Our Training Policy

Adhere to our commitments by fulfilling stated and implied needs of all our participants. Sharing knowledge to fullest extent is our ultimate goal. We strongly believe in 'Sharing knowledge is gaining knowledge' so more we share, more we gain. Let us use knowledge for better tomorrow.



Course Objectives



Specific

Can the detail in the information sufficient to pinpoint problems or opportunities? Is the objective sufficiently detailed to measure real-world problems and opportunities?



Measureable

Can a quantitative or qualitative attribute be applied to create a metric?



Actionable

Can the information be used to improve performance? If the objective doesn't change behaviour in start to help them improve performance, there is little point in it!



Relevant

Can the information be applied to the specific problem faced by the manager?



Time-bound

Can objectives be set for different time periods as targets to review against?

The aim of this course is to bring the participants to the matured internal auditor level. The course provides Skills, Knowledge, Calibre, understanding of principles and practices of internal auditing in integrated management system.

On successful completion of the course, the participants would become capable of conducting IMS audits in order to identify improvements and enhance effectiveness of the system.

Auditing practice matters a lot in maintaining continuity.

Course Contents & Key Features

- ❖ Important definitions applicable in IMS Requirements
- ❖ Management Principles
- ❖ Understanding Organization and its Context
- ❖ Needs and Expectations
- ❖ Risk and Opportunities
- ❖ Clause specific interpretation
- ❖ IMS Objectives, Planning and Target Programs
- ❖ Process Approach, Sequence, Interaction and Interrelation
- ❖ Process Control, Monitoring, Measurement and Improvement
- ❖ Environmental Aspects and subsequent Impacts (Ecology)
- ❖ Hazard Identification - Emergency Preparedness and Response
- ❖ Legal Compliance and other requirements
- ❖ Systematic approach towards 'Fool-Proof Implementation'
- ❖ Complete Audit Management (Planning-Execution-Closure)

Complete Audit Management

- ❖ What is IMS Audit
- ❖ IMS Audit evidence
- ❖ Various types of audits
- ❖ Audit objectives
- ❖ Audit planning and execution
- ❖ Auditing troubles and skills
- ❖ Special characteristics of the auditor
- ❖ Body language reading
- ❖ Questioning techniques
- ❖ Audit notes, reporting and closure



Expected Benefits



- Sustainable business assurance
- Identification of potential for improvement and savings
- High level of customer and employee satisfaction
- Organization's Image enhancement
- Risk minimization
- Better cost-effectiveness through process improvement
- Enhanced competitiveness
- Fulfilment of customer specific requirements

Faculty - Participant Interaction

- ✓ Subject prioritization
- ✓ Thought sharing
- ✓ Examples reviews
- ✓ Understanding 'Interpretation' - Fact or Inference
- ✓ Case studies
- ✓ Doubt solving
- ✓ IMS relationship with personal life
- ✓ Identifying potential threats in business
- ✓ Setting action plan and actual performance



Conduct of Exam and Result Declaration



- Selection of questions from course contents
- Open book reference option
- Power point presentation access
- Legal Compliance updates (knowledge orientation)
- Evaluation of papers
- Exam result declaration
- Award distribution

One day ... world will realize "IMS Auditor" is necessary for its Survival

Approach Towards Participants



All our Faculties are thorough professional and well conversant with respective business processes. We pay utmost priority to ensure that all participants are not only studying audit requirement but also improving on their performance in every area of audit. Expert trainers shall always help them to achieve targets through their ideas and innovative solutions. Our prompt and value added service to every participant has developed strong relationship among us.

Serving Various Business Segments

If not every, we have successfully delivered our service in following business segments over few years and satisfied our customers. Relationship with every customer is strengthening every day.

Manufacturing Segment

Automotive
Engineering
Energy
Construction
Pharmaceutical
Chemical
Polymer
Fabric & Garment
Paper
Pollution Control System

Service Segment

Software Development
Web Design & Hosting
Education & Training
Trading & Export
Transport & Cargo
Health & Fitness
Access Control System
Project Management
Event Management
Engineering Consultancy

... But this is only beginning and not the end of our strength

Enhancing Knowledge ... Improvising Performance



We trust in 'Team Work' therefore we plan and execute our every training in 'Team'. All channel partners go hand in hand to achieve set objectives and milestones, successfully. We invite talented entrepreneurs, professionals and also provide them an opportunity to become our channel partner in long term. We follow very simple success mantra, **"Be With Us & Let Us Be With You"**

Geotek Global Certification Pvt. Ltd.

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