Professional Diploma on Integrated ISO Lead Auditor for the ISO 9001, ISO 45001 & ISO 31000

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 diploma or modules, 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 diploma or individual certification 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 enterprise risk management framework for supporting other ISO systems, the top 3 popular worldwide standard of safety & health certification of ISO 45001, and the top 1 popular worldwide ISO certification of Quality Management System (QMS).

- Staff and individuals who are required to extend their scope of management duties into the ISO integrated management system (IMS), 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 would 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 risk, quality, health & 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 diploma course and modules 　○ 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 of any module) ● 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

Module 1: Certified ISO 31000:2018 Lead Auditor Training	
Date:	07/10/2023 Sat, 8/10/2023 Sun,14/10/2023 Sat, and 15/10/2023 Sun
Time:	19:00 - 22:00
Fee:	Member: HKD $5,500 / HKD $4,400* Non-member: HKD $6,500 / HKD $5,200* (Optional) An additional HKD $500 will be charged for Lead Auditor Exam & Certificate

Module 2: 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

Module 3: Certified ISO 9001:2015 Lead Auditor Training	
Date:	04/11/2023, 05/11/2023, 18/11/2023, 19/11/2023, 25/11/2023, 26/11/2023, 09/12/2023 and 10/12/2023
Time:	19:00 - 22:00
Fee:	Member: HKD $6,000 / HKD $4,800* Non-member: HKD $7,000 / HKD $5,600* (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. Enroll all 3 modules and enjoy a further 10% discount.
3. Late submission will NOT be considered.

Course Outlines:

Module 1: Certified ISO 31000 Lead Auditor Training
- develop the practical risk management expertise for identifying, assessing, and managing risks in organizations of various industries based on the globally recognised foundational standard ISO 31000 RMS.
- understand in-depth of the eight principles that guide the design and implementation of the risk management framework which can be applied to ISO 45001, ISO 9001, and other ISO standards such as ISO 27001 and ISO 14001.

Lesson 1: ISO 31000 Framework and Practice	Lesson 2: Risk Assessment Techniques and Audit
- Introduction to ISO 31000: Overview of the ISO 31000 standard and its principles for risk management audit - Risk Management Framework: Understanding the components and structure of the RMS framework - ISO implementation and audit perspective - Project management of audit, soft skills & practice - Class work, and role-play	- Risk management framework implementation - Risk Assessment: Techniques, tools, and methodologies for identifying, analyzing, and evaluating risks - Risk Treatment and Control: Strategies for treating and controlling risks - Auditor roles and internal audit - Integrate ISO 31000 with ISO 45100 and ISO 9001 - Class work, case study and role-play

Lesson 3: Risk Audit Principles	Lesson 4: Risk Management Improvement
- Risk Monitoring and Communication: Processes for monitoring and communicating risks within an organization - Risk Audit: Principles and practices of conducting risk audits, including planning, conducting, and reporting on risk audits - Class work, case study and role-play	- Risk Management Improvement: continual improvement of risk management processes and practices - Review of risk governance systems and auditor role and responsibilities - Risk audit project controls - Remark on Audit report - Class work and role-play - Review key takeaways

Module 2: 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	Lesson 2: ISO 45001: 2018 Requirements (I)
- 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	- 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)	Lesson 4: Audit Principles and Techniques (I)
- Specific documented information requirements of ISO 45001(Clause 8 to10) - Implementation challenges and best practices - Class discussion and interpretation - Use case studies to illustrate the requirements of ISO 45001	- Audit principles, planning, and preparation - Access the ISO audit skills - Role play exercise

Lesson 5: Audit Principle and Techniques (II)	Lesson 6: Audit Report Writing

- Use case studies to illustrate non-conformance in ISO 45001 -Plan, conduct and follow-up auditing activities - Review key takeaways.	- 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	**Lesson 8: Case Studies and Conclusion**
- Develop an audit program with objectives and scope - Access project management skills for an audit project - Case studies of successful audit program management	-Analyzing case studies and scenarios to develop effective audit strategies -Applying critical thinking and problem-solving skills to identify potential non-conformances Reviewing and discussing audit reports and corrective actions

Module 3: Certified ISO 9001:2015 Lead Auditor Training
- develop the necessary expertise to perform a ISO 9001 Quality Management System (QMS) audit by applying widely recognized audit principles, procedures and techniques.
- understand in-depth the core principles of customer expectation, leadership, improve business process efficiency, risk assessment, and decision making.

Lesson 1: Introduction to ISO 9001: 2015	**Lesson 2: ISO 9001: 2015 Requirements (I)**
-Overview the framework of ISO 9001 -Core elements of quality management system -Key concepts of ISO 9001 from an implementation and audit perspective	-Specific documented information requirements of ISO 9001(Clause 4 to 7) - Implementation challenges and best practices - Class discussion and interpretation
Lesson 3: ISO 9001: 2015 Requirements (II)	**Lesson 4: Audit Principles and Techniques (I)**
- Specific documented information requirements of ISO 9001(Clause 9 to10) - Implementation challenges and best practices - Class discussion and interpretation - Use case studies to illustrate the requirements of ISO 9001	- Audit principles, planning, and preparation - Access the ISO audit skills - Role play exercise
Lesson 5: Audit Principle and Techniques (II)	**Lesson 6: Audit Report Writing**
- Use case studies to illustrate non-conformance in ISO 9001 -Plan, conduct and follow-up auditing activities - Review key takeaways.	- 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	**Lesson 8: Case Studies and Conclusion**
- Develop an audit program with objectives and scope - Access project management skills for an audit project - Case studies of successful audit program management	- Class Discussion on effective audit for an SME - Review key takeaways

Trainers:

Dr. Danny Ha
Hon. Advisor HKISP, ISO Project Director & Chief Auditor, Certified Trainer of ISO 9K 27K 14K LI/LA, Authorized HKSARG ISO Member, APC (ISO CB) Chairman & CEO, FCP-ERM, FCRP, FCRT, ESG AA, CISSP, CISA, CRISC, CISM, PMP, MBA

Dr. Ha is an experienced ERM ESG strategist with over 38 years of solid proven working experience in Enterprise Risk Management (ERM), Crisis and Risk Management, including Advisor for HK Police, ISO Certification Audit for Cyberport HKSARG, Security Risk Assessment Audit Consultant/Project Manager for QPS HKSARG, Authorized Trainer/Examinar for Macau SARG/ HKSARG/ HKU AI Startup/ Macau University MUST/ NGO/ HKCSS/ banks/ supply chain management associations/ security management/ properties management/ tourism/ HKMA executive training/ ICRM Certified Risk Planner/ HKiNED (Non-Executive Director and CEO). Dr. Ha has been serving as RPL Auditor for AAVQO HKSARG, universities mentors/advisors/professors. Dr. Danny Ha has been a popular guru for CISSP (Information Security), CISA (IS Audit) exam preparation training since 2003. His goal is to cultivate more talents for society.

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).

Ms. Michelle Lee
ISO Project Manager and leader auditor, Hon. Professional Advisor APC, ISO 9001 LA/LI, ISO 14001 LA/LI, ISO 27001 LA/LI, ESG LA/LI, ISO 20121 auditor, HKISP seminar speaker

Ms. Lee is a professional in ISO management systems implementation and auditing. She has extensive experience in these fields and holds multiple certifications and qualifications, including a master's degree in Environmental Engineering and Management. She is an ISO 9001/ISO 14001/ISO 27001/ESG Lead Auditor and Implementer, and an Honorary Professional Advisor of the Academy of Professional Certification (APC). She has extensive project experience in implementing and auditing ISO 9001, ISO 14001, ISO 20121, ISO 27001, and other management systems. She is also an experienced trainer, having given seminars on integrating ESG systems into ISO 9001 and ISO 14001.

Certificate of Training:
- **Attendance Certificate**: Upon completion of a module's courses
- **ISO Lead Auditor Certificate**: Upon completion of a module's courses and exam
- **Professional Diploma Certificate**: Upon completion of all three module courses and exams

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