

ISO TRAINING & IMPLEMENTATION

Course Overview

Throughout this course, participants will explore the critical roles and responsibilities underpinning effective management systems. The program integrates ISO training with hands-on implementation, ensuring that learning outcomes translate directly into documented systems, operational records, and audit-ready evidence. Participants develop practical competence to design, implement, operate, audit, and continuously improve ISO management systems in alignment with certification and accreditation requirements.

Course Outline

ISO Phase	Training Focus	Training Audience	Implementation Output	Audit Evidence Produced
1. Gap Analysis	ISO awareness & clause interpretation	Top management, ISO team	Identified gaps vs standard clauses	Gap analysis report
2. System Design	Documentation & process mapping	ISO team, process owners	Manuals, SOPs, procedures	Documented management system
3. Risk & Controls	Risk-based thinking / HIRA / risk registers	Process owners, managers	Risk register, controls	Risk assessment records
4. Operational Training	SOP execution & role-based competence	All staff	Consistent process execution	Training records, competence matrix
5. Implementation	Practical application workshops	Operational teams	System running in real time	Records, logs, forms
6. Internal Audit	Internal auditor training	Internal auditors	Independent system review	Internal audit reports
7. Management Review	Management review & KPIs	Top management	Strategic decisions, actions	Management review minutes
8. Corrective Action	Root cause & CAPA training	ISO team, managers	Nonconformity closure	Corrective action records
9. Certification Prep	Audit preparedness & interview skills	All key staff	Audit readiness	Certification audit evidence
10. Continuous Improvement	Continual improvement tools	Management & teams	Improved system maturity	Trend & improvement records

Hands-On ISO Implementation Exercises

- Conduct organizational ISO gap analysis
- Define ISO scope and process interactions
- Develop risk registers and control plans
- Draft ISO manuals, SOPs, and forms
- Implement records and document control
- Perform internal audits on live systems
- Conduct management review simulations
- Close nonconformities using CAPA tools
- Prepare for certification audits
- Execute continual improvement actions

Applicable ISO Standards

ISO 9001, ISO 14001, ISO 45001, ISO 22000, ISO 27001, ISO 17025, ISO 17065, ISO 17020, and integrated management systems.

Who should attend?

Top management, ISO coordinators, quality managers, HSE managers, auditors, compliance officers, consultants, and implementation team members responsible for ISO systems.

Which industry needs Business Analysis?

Oil & gas industry, Information Technology (IT), Finance and Banking, Healthcare, Manufacturing, Retail and E-commerce, Telecommunications, Consulting, Government and Public Sector, Education, Energy and Utilities