



### LIST OF SMS TRAINING COURSES/ WORKSHOPS

As of March 27, 2024

COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
<b>A. Courses on Management System Standards (ISO 9001, ISO 14001, ISO 45001, ISO/ IEC 17025, SA 8000, ISO 22000, HACCP, IATF 16949, etc.)</b>			
1. Appreciation Course on QMS Based on ISO 9001:2015 Standard	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO 9001:2015 Standard.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Development and Revision of ISO 9001 Standard</li> <li>Key Quality Concepts and Terms</li> <li>Understanding the Requirements of ISO 9001:2015 Standard</li> <li>Implementation, Certification and Benefits</li> <li>Short Exercises               <ul style="list-style-type: none"> <li>Identification of internal and external issues</li> <li>Identification of needs and expectations of interested parties.</li> </ul> </li> </ul>	25-35
2. Appreciation Course on EMS Based on ISO 14001:2015 Standard	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO 14001:2015 Standard</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Development and Revision of ISO 14001 Standard</li> <li>Key Environmental Concepts and Terms</li> <li>Understanding the Requirements of ISO 14001:2015 Standard</li> <li>Implementation, Certification and Benefits</li> <li>Short Exercises               <ul style="list-style-type: none"> <li>Identification of internal and external issues</li> <li>Identification of environmental aspects and impacts</li> </ul> </li> </ul>	25-35
3. Appreciation Course on OHSMS Based on ISO 45001:2018 Standard	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO 45001:2018 Standard.</li> </ul>	25-35



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		<b>Topics:</b> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 45001 Standard</li> <li>• Key OHS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 45001:2018 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of occupational health and safety hazards</li> </ul> </li> </ul>	
4. Appreciation Course on EnMS Based on ISO 50001:2018 Standard	1	<b>Objective:</b> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of ISO 50001:2018 Standard.</li> </ul> <b>Topics:</b> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 50001 Standard</li> <li>• Key EnMS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 50001:2018 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of significant energy uses.</li> </ul> </li> </ul>	25-35
5. Appreciation Course on QEMS Based on ISO 9001:2015 and ISO 14001:2015 Standards	1	<b>Objective:</b> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of an integrated management system based on ISO 9001:2015 and ISO 14001:2015 Standards.</li> </ul> <b>Topics:</b> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 9001 and ISO 14001 Standards</li> <li>• Key Quality and Environmental Concepts and Terms</li> <li>• Understanding the Requirements of ISO 9001:2015 and ISO 14001:2015 Standards</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises</li> </ul>	25-35



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		<ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of occupational health and safety hazards</li> </ul>	
6. Appreciation Course on the EHSMS (Based on ISO 14001:2015 and ISO 45001:2018 Standards)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of an integrated management system based on ISO 14001:2015 and ISO 45001:2018 Standards.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 14001 and ISO 45001 Standards</li> <li>• Key EHS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 14001:2015 and ISO 45001:2018 Standards</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of environment, health, and safety (EHS) hazards</li> </ul> </li> </ul>	25-35
7. Appreciation Course on IMS (Based on ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards)	1.5	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of an integrated management system based on ISO 9001:2015, ISO 14001:2018 and ISO 45001:2018 Standards.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 9001, ISO 14001, and ISO 45001 Standards</li> <li>• Key QEHS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of environment, health, and safety (EHS) hazards</li> </ul> </li> </ul>	25-35



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8. Appreciation Course on FSMS (Based on ISO 22000:2018 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO 22000:2018 Standard</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Development and Revision of ISO 22000 Standard</li> <li>Key Food Safety Concepts and Terms</li> <li>Understanding the Requirements of ISO 22000:2018 Standard</li> <li>Implementation, Certification and Benefits</li> <li>Short Exercises <ul style="list-style-type: none"> <li>Identification of internal and external issues</li> <li>Identification of food safety hazards</li> </ul> </li> </ul>	25-35
9. Appreciation Course on LQMS (Based on ISO/ IEC 17025:2017 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO/ IEC 17025:2018 Standard.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Development and Revision of ISO/ IEC 17025 Standard</li> <li>Key Laboratory Quality Concepts and Terms</li> <li>Understanding the Requirements of ISO 17025:2017 Standard</li> <li>Implementation, Certification and Benefits</li> <li>Short Exercises <ul style="list-style-type: none"> <li>Identification of internal and external issues</li> <li>Identification of common laboratory quality management issues and controls</li> </ul> </li> </ul>	25-35
10. Appreciation Course on ISMS (Based on ISO/ IEC 27001:2022 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO 27001:2022 Standard.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Development and Revision of ISO/ IEC 27001 Standard</li> <li>Key Information Security Concepts and Terms</li> </ul>	25-35



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		<ul style="list-style-type: none"> <li>Understanding the Requirements of ISO 27001:2022 Standard</li> <li>Implementation, Certification and Benefits</li> <li>Short Exercises               <ul style="list-style-type: none"> <li>Identification of internal and external issues</li> <li>Identification of information security risks</li> </ul> </li> </ul>	
11. Appreciation Course on BCMS (Based on ISO 22301:2019 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation and auditing requirements of ISO 23001:2019 Standard.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Development and Revision of ISO 22301 Standard</li> <li>Key Business Continuity Concepts and Terms</li> <li>Understanding the Requirements of ISO 22301:2019 Standard</li> <li>Implementation, Certification and Benefits</li> <li>Short Exercises               <ul style="list-style-type: none"> <li>Identification of internal and external issues</li> <li>Identification of disruptive events and associated risks and opportunities</li> </ul> </li> </ul>	25-35
12. Appreciation Course on GHG Inventory and Reporting (Based on ISO 14064-1:2018 and ISO 14064-3: 2019 Standards)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the implementation verification/ validation requirements of ISO 14064-1:2018 and ISO 14064-3:2019 Standards.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Brief Introduction on Global Warming and Climate Change</li> <li>Development and Revision of ISO 22301 Standard 14064-1:2018 and ISO 14064-3: 2019 Standards</li> <li>Key Greenhouse Gas (GHG) Concepts and Terms</li> <li>Understanding the Requirements of ISO 14064-1:2018 and ISO 14064-3: 2019 Standards</li> <li>Implementation, Verification and Benefits</li> <li>Short Exercise</li> </ul>	25-35



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		<ul style="list-style-type: none"> <li>– Identification and categorization of organizational boundaries for the GHG Inventory Reporting</li> </ul>	
13. Appreciation Course on ESMS (Based on ISO 20121:2012 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of ISO 20121:2012 Standard.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 22021 Standard</li> <li>• Key Event Sustainability Concepts and Terms</li> <li>• Understanding the Requirements of ISO 22021:2012 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of event sustainability issues and associated risks and opportunities</li> </ul> </li> </ul>	25-35
14. Appreciation Course on SAMS (Based on SA 8000:2014 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of SA 8000:2014 Standard.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Development and Revision of SA 8000</li> <li>• Key Social Accountability Concepts and Terms</li> <li>• Understanding the Requirements of SA 8000:2014 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercise <ul style="list-style-type: none"> <li>– Identification of common social accountability issues in the workplace and controls</li> </ul> </li> </ul>	25-35
15. Appreciation Course on MLMS (Based on ISO 15189:2022 Standard)	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation and auditing requirements of ISO 15189:2022 Standard.</li> </ul>	25-35



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		<b>Topics:</b> <ul style="list-style-type: none"> <li>• Development and Revision of ISO 15189</li> <li>• Key Medical Laboratory Concepts and Terms</li> <li>• Understanding the Requirements of ISO 15189:2022 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of common medical laboratory issues and controls</li> </ul> </li> </ul>	
16. Management Briefing on Management System Standard (ISO 9001, ISO 14001, ISO 45001, ISO 14064, etc)	0.5	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• To provide the Top management an overview of the implementation and auditing requirements of the Standard(s); and</li> <li>• For the Top Management to gain better understanding of their roles, responsibilities, and accountabilities in the Management System.</li> </ul> <b>Topics:</b> <ul style="list-style-type: none"> <li>• Overview of the Standards and Key Management System Concepts and Terms</li> <li>• Understanding the Requirements of Management System Standard related to Top Management</li> <li>• Implementation, Certification and Benefits</li> </ul>	20-25
17. Workshop on Management System Documentation	1	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• For the participants to upgrade their knowledge and skills in documenting a &lt;ISO Management System Standard&gt;.</li> </ul> <b>Topics:</b> <ul style="list-style-type: none"> <li>• Basics of Management System Documentation</li> <li>• Workshop on Documenting:               <ul style="list-style-type: none"> <li>– Objectives and Programs</li> <li>– Management Systems/ Operational Procedure</li> <li>– Work Instructions/ Forms</li> <li>– &lt;Management System&gt; Policy Manual</li> </ul> </li> </ul>	20-25



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		<i>Note: The workshop can be customized to cater to the management system of the organization, i.e., QMS, EMS, OHSMS, IMS, etc.</i>	
18. Course for Document Controllers and Custodians	1	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>For the participants to upgrade their knowledge and skills in the effective control of documented information in &lt;ISO Management System Standard&gt;.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Basic Concepts of Documents and Records Management</li> <li>5S Process in Documents/ Records Management</li> <li>Setting-up the Control of Documented Information System</li> <li>Implementation of Company Procedure on Control of Documented Information</li> <li>Attributes of an Effective Document Controller/ Custodian</li> </ul> <p><i>Note: The course can be customized to cater to the management system of the organization, i.e., QMS, EMS, OHSMS, IMS, etc.</i></p>	20-25
19. Course on Effective Internal Management System Auditing	2	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>To provide the participants basic knowledge and skills in conducting internal &lt;ISO Management System&gt; audits.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Overview of ISO 19011:2018 Standard</li> <li>Basics of Internal Audit</li> <li>Checklists, Audit Trails and Audit Evidence</li> <li>Documenting Audit Findings</li> <li>Analysis, Reporting and Verification of Audit Results</li> <li>Competence and Attributes of Auditors</li> <li>Workshops</li> </ul>	20-25





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		<i>Note: The course can be customized to cater to the management system standard of the organization, i.e., QMS, EMS, OHSMS, IMS, etc.</i>	
20. Course on Internal Verification/ Validation of GHG Emissions Inventory and Report (Based on ISO 14064-1:2018, ISO 14064-3:2019 and ISO 19011:2018 Standards)	2	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>To provide the participants basic knowledge and skills in conducting internal verification/ validation of GHG Emissions Inventory and Report.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Overview of ISO 14064-1:2018, ISO 14064-3:2019 and ISO 19011:2018 Standard</li> <li>Basics of Internal Verification/ Validation of GHG Inventory and Report</li> <li>Checklists, Data Trails, and Evidence</li> <li>Documenting Verification/ Validation Findings</li> <li>Analysis and Reporting of Verification/ Validation Results</li> <li>Competence and Attributes of Auditors/ Verifiers</li> <li>Workshops</li> </ul>	20-25
21. Continuing Education for Internal Management System Auditors	1-2	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>To strengthen the auditing skills of existing Internal &lt;ISO Management System&gt; Auditors.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Review on the Basics and Principles of Internal Auditing</li> <li>Preparing, Updating and Using Audit Checklists</li> <li>Documenting Audit Finding</li> <li>Follow-up Audit: Verification of Implementation and Effectiveness of Actions</li> <li>Workshops</li> </ul> <p><i>Note: The course can be customized to cater to the needs of the organization in enhancing the skills and competency of their existing internal auditors.</i></p>	20-25
22. Training for Management Representatives	1	<p><b>Objectives:</b></p>	5-10



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		<ul style="list-style-type: none"> <li>• To upgrade the knowledge and skills of Management Representatives in effectively managing the establishment, implementation, maintenance, and continual improvement of the &lt;ISO Management System&gt;.</li> <li>• Specifically, in:               <ul style="list-style-type: none"> <li>– Understanding their roles and responsibilities</li> <li>– Planning and defining what to manage and control.</li> <li>– Documenting and promoting the (Management System)</li> <li>– Managing the Internal Audit</li> <li>– Organizing and facilitating the conduct of Management Review</li> <li>– Continual Improvement of the (Management System).</li> </ul> </li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Management Representative Roles and Responsibilities</li> <li>• Documentation and Cascading the Management System Requirements</li> <li>• Performance Monitoring</li> <li>• Managing the Internal Audit</li> <li>• Organizing and Preparing for Management Review</li> <li>• Short Exercises</li> </ul>	
23. Workshop on Risks and Opportunities Assessment	1	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding on the key requirements of risk-based approach; and,</li> <li>• For the participants to have an overview of the identification, evaluation and assessment of risks and opportunities.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Concepts, Terms and Definition</li> <li>• The Risk-Based Approach</li> <li>• Workshops:               <ul style="list-style-type: none"> <li>– Identification of Risks and Opportunities</li> <li>– Risks and Opportunities Assessment</li> </ul> </li> </ul>	25-35



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		<ul style="list-style-type: none"> <li>– Identifying and Planning of Controls</li> </ul> <p><i>Note: The workshop can be customized to cater to the management system standard of the organization, i.e., QMS, EMS, OHSMS, IMS, etc.</i></p>	
24. Orientation on HACCP	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the implementation requirements of HACCP.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Food and Safety Concepts</li> <li>• HACCP Prerequisite Programs</li> <li>• Five Preliminary Steps</li> <li>• Seven HACCP Principles</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Product Description and Intended Use</li> <li>– Process Flow Diagrams</li> </ul> </li> </ul>	25-35
25. Orientation on Greenhouse Gas (GHG) Emissions Calculation Tools	1	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding on the quantification of greenhouse gas emissions at the organization level; and,</li> <li>• To develop the participants’ competence in GHG data collection, calculation and analysis using the GHG Calculation Tools.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Basic Concepts, Terms and Definitions</li> <li>• Overview of the GHG Protocol for Corporate Accounting and Reporting</li> <li>• GHG Emission Calculation Tools</li> <li>• Verification and Validation of GHG Information</li> <li>• Workshops               <ul style="list-style-type: none"> <li>– Scopes 1 &amp; 2 GHG Emissions Calculations</li> <li>– Scope 3 GHG Emissions Calculations</li> </ul> </li> </ul>	25-35
26. Workshop on Environmental Aspects Identification and	1-2	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• To upgrade the knowledge and skills of participants in identifying, evaluating significance and planning</li> </ul>	20-25



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Significance Evaluation (EASE)		controls of environmental aspects and impacts associated to the organization’s products and services.  <b>Topics:</b> <ul style="list-style-type: none"> <li>• Understanding relevant requirements of ISO 14001:2015 Standard</li> <li>• Environmental Aspects Concept, Terms and Process</li> <li>• Workshops: <ul style="list-style-type: none"> <li>– Environmental Aspects Identification</li> <li>– Significance Evaluation</li> <li>– Identifying and Planning Controls for Significant Environmental Aspects</li> </ul> </li> </ul>	
27. Workshop on OHS Hazards Identification, Risk Assessment and Control (HIRAC)	1-2	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• To enhance the participants’ understanding of the concepts and terms related to OHS HIRAC.</li> <li>• To develop the participants’ skills in performing OHS HIRAC; and</li> <li>• To enable the participants to: <ul style="list-style-type: none"> <li>– Identify how to apply the OHS HIRAC results to the management system.</li> <li>– Identify how to maintain and update the OHS HIRAC.</li> </ul> </li> </ul> <b>Topics:</b> <ul style="list-style-type: none"> <li>• Understanding relevant requirements of ISO 45001:2018 Standard</li> <li>• OHS HIRAC Concept, Terms and Process</li> <li>• Workshops <ul style="list-style-type: none"> <li>– Hazards Identification</li> <li>– Risk Assessment</li> <li>– Identifying and Planning Controls for Critical OHS Hazards and Risks</li> </ul> </li> </ul>	20-25
28. Workshop on EHS Hazards Identification, Risk Assessment and Control (EHS HIRAC)	1-2	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• To enhance the participants’ understanding of the concepts and terms related to EHS HIRAC;</li> <li>• To develop the participants’ skills in performing EHS HIRAC; and</li> <li>• To enable the participants to:</li> </ul>	20-25



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		<ul style="list-style-type: none"> <li>- Identify how to apply the EHS HIRAC results to the management system</li> <li>- Identify how to maintain and update the EHS HIRAC</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Understanding relevant requirements of ISO 14001:2015 and ISO 45001:2018 Standards</li> <li>• EHS HIRAC Concept, Terms and Process</li> <li>• Workshops               <ul style="list-style-type: none"> <li>- EHS Hazards Identification</li> <li>- Risk Assessment</li> <li>- Identifying and Planning Controls for Critical EHS Hazards and Risks</li> </ul> </li> </ul>	
29. Management Control Tools, i.e., APQP, PPAP, FMEA, SPC, MSA, etc.	1-3	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the concepts and implementation of management control/ improvement tools</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Advanced Product Quality Planning (APQP) and Production Part Approval Process (PPAP)               <ul style="list-style-type: none"> <li>- The Fundamentals of the APQP Process</li> <li>- Phases of the APQP Process</li> <li>- Use of the Automotive Tools</li> <li>- Role of Control Plan in the APQP</li> <li>- The PPAP Requirements</li> <li>- PPAP- Other Requirements</li> <li>- Workshops</li> </ul> </li> <li>• Failure Mode and Effect Analysis (FMEA)               <ul style="list-style-type: none"> <li>- FMEA Fundamentals</li> <li>- Process Mapping</li> <li>- FMEA Process Sequence</li> <li>- Assessing Severity, Occurrence and Controls</li> <li>- Workshops</li> </ul> </li> <li>• Statistical Process Control (SPC)               <ul style="list-style-type: none"> <li>- Concepts of Variability</li> </ul> </li> </ul>	20-25



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COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
		<ul style="list-style-type: none"> <li>- Causes of Variation</li> <li>- Specification Limits vs. Control limits</li> <li>- Attributes Control Chart</li> <li>- Variables Control Chart</li> <li>- Process Capability Analysis</li> <li>- Process Capability vs, Process Performance</li> <li>- Workshops</li> <li>• Measurement System Analysis (MSA)               <ul style="list-style-type: none"> <li>- Measurement Systems Concepts</li> <li>- Statistical Properties of Measurement Systems</li> <li>- Measurement System Studies</li> <li>- Workshops</li> </ul> </li> </ul>	
30. 8D Approach in Problem Solving	1	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>• To upgrade the knowledge and skills of the participants in the effective implementation of 8D Approach in solving a problem</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Problem Solving Concepts</li> <li>• 8D Approach in Problem Solving – Using QC Tools and Techniques               <ul style="list-style-type: none"> <li>- D0: Plan for 8D</li> <li>- D1: Establish the Team</li> <li>- D2: Describe the Problem</li> <li>- D3: Develop the Interim Containment Action (ICA)</li> <li>- D4: Define &amp; Verify Root Cause</li> <li>- D5 Choose &amp; Verify Permanent Corrective Action</li> <li>- D6: Implement &amp; validate Permanent Corrective Action</li> <li>- D7: Prevent Recurrence</li> <li>- D8: Recognize team &amp; Contributors</li> </ul> </li> <li>• Workshops</li> </ul>	25-35
31. Course on Problem Solving: Correction, Root Cause Analysis and Corrective Action	1.5	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the principles of correction, root cause analysis and corrective action, and their applications in the &lt;Management System&gt;.</li> </ul>	25-35



### LIST OF SMS TRAINING COURSES/ WORKSHOPS

As of March 27, 2024

COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
		<ul style="list-style-type: none"> <li>• Specifically, to:               <ul style="list-style-type: none"> <li>– Effectively contain and/ or mitigate the adverse impacts of a nonconformity/ problem.</li> <li>– Systematically identify root cause(s) and other contributory factors to a given nonconformity/ problem</li> <li>– Learn and apply the methods and techniques that may be used in the corrective action system and continual improvement of the &lt;Management System&gt;</li> </ul> </li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Corrective Action Requirements in the ISO Standard</li> <li>• Problem Solving Concepts &amp; Principles</li> <li>• Root Cause Analysis Techniques</li> <li>• Verifying Corrective Action Effectiveness</li> <li>• 8D Problem Solving Approach</li> <li>• Workshops</li> </ul>	
<b>B. Other Management System-Related and Control Tools Courses</b>			
32. Orientation on Environment-Related Laws and Regulations	1.5	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the key requirements of laws and regulations that relate to the environment.</li> <li>• Specifically, to:               <ul style="list-style-type: none"> <li>– Have an overview of the laws, regulations and other requirements that relate to environment; and</li> <li>– Have an insight on auditing legal requirements and how an organization could demonstrate compliance.</li> </ul> </li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• General Environmental Laws and Regulations               <ul style="list-style-type: none"> <li>– Hierarchy &amp; Categories of Legal Requirements</li> <li>– PCO Training &amp; Accreditation</li> <li>– Environmental Impact Assessment</li> <li>– Energy Efficiency &amp; Conservation</li> </ul> </li> <li>• Chemicals and Hazardous Wastes</li> </ul>	25-35



**LIST OF SMS TRAINING COURSES/ WORKSHOPS**

As of March 27, 2024

COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
		<ul style="list-style-type: none"> <li>• Air Quality</li> <li>• Water and Wastewater Quality</li> <li>• Other Environment – Related Laws and Regulations</li> <li>• Revised IRR of RA 9514</li> <li>• Short Exercises</li> </ul>	
33. Orientation on Occupational Safety and Health-Related Laws and Regulations	1.5	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the key requirements of laws and regulations that relate to occupational health and safety (OHS).</li> <li>• Specifically, to: <ul style="list-style-type: none"> <li>– have an overview of the laws, regulations and other requirements that relate to OHS; and</li> <li>– have an insight on auditing legal requirements and how an organization could demonstrate compliance.</li> </ul> </li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Occupational Health and Safety Laws and Regulations <ul style="list-style-type: none"> <li>– Hierarchy &amp; Categories of Legal Requirements</li> <li>– Chemicals and Hazardous Wastes</li> </ul> </li> <li>• DOH – Industrial Hygiene</li> <li>• DOLE OSH Standards and DOLE DO 198-18, IRR of RA 11058</li> <li>• Industrial Hygiene</li> <li>• Other OHS Laws and Regulations</li> <li>• Revised IRR of RA 9514</li> <li>• Short Exercises</li> </ul>	25-35
34. Orientation on Environment, Health and Safety-Related Laws and Regulations	2	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of the key requirements of laws and regulations that relate to the environment, health, and safety (EHS).</li> <li>• Specifically, to: <ul style="list-style-type: none"> <li>– Have an overview of the laws, regulations and other requirements that relate to EHS; and</li> </ul> </li> </ul>	25-35





**LIST OF SMS TRAINING COURSES/ WORKSHOPS**

As of March 27, 2024

COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
		<ul style="list-style-type: none"> <li>- Have an insight on auditing legal requirements and how an organization could demonstrate compliance.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• General EHS Laws and Regulations               <ul style="list-style-type: none"> <li>- Hierarchy &amp; Categories of Legal Requirements</li> <li>- PCO Training &amp; Accreditation</li> <li>- Environment Impact Assessment</li> <li>- Energy Efficiency &amp; Conservation</li> </ul> </li> <li>• Chemicals and Hazardous Wastes</li> <li>• Air Quality</li> <li>• Water and Wastewater Quality</li> <li>• Industrial Hygiene</li> <li>• DOLE OSH Standards and DOLE DO 198-18, IRR of RA 11058</li> <li>• Other EHS Laws and Regulations</li> <li>• Revised IRR of RA 9514</li> <li>• Short Exercises</li> </ul>	
35. Safe Handling, Storage, Use and Disposal of Chemicals and Hazardous Wastes	1	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding of:               <ul style="list-style-type: none"> <li>- Hazards inherent with chemicals used and hazardous wastes generated in the workplace</li> <li>- Proper handling, storage and disposal of chemicals and hazardous wastes, and responding to associated emergencies</li> <li>- Laws and regulations related to handling, storage, and disposal of chemicals and hazardous wastes.</li> </ul> </li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Chemicals: Uses, Hazardous Characteristics and Operational Controls</li> <li>• Safety Data Sheets: Uses, Controls and Regulatory and Statutory Requirements</li> <li>• Hazardous Waste: Safe Handling, Storage and Disposal, and Regulatory and Statutory Requirements</li> <li>• Emergency Responses to Chemicals and Hazardous Waste</li> </ul>	25-35



**LIST OF SMS TRAINING COURSES/ WORKSHOPS**

As of March 27, 2024

COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
		<ul style="list-style-type: none"> <li>• Other Relevant Laws and Regulations</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Familiarization with hazard marks, danger signs and safety instruction</li> <li>– Getting Familiar with Your Emergency Responses</li> </ul> </li> </ul>	
36. 5S +2 of Good Housekeeping	2	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• For the participants to gain better understanding on the basic principles and requirements of the 5S + 2 Process.</li> <li>• For the participants to uncover the 5S + 2 Process winning strategies and best practices on workplace and record management; and,</li> <li>• For the participants to identify framework needed to support effective implementation of a company-wide 5S + 2 Process.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Basics of 5S: Rationale, Definition and Elements</li> <li>• Filing of Documents and Records, and 5S Process</li> <li>• Records Management and 5S Process               <ul style="list-style-type: none"> <li>– Implementing Records Management System and 5S</li> <li>– DOs &amp; DON'Ts of Records Management</li> <li>– Best Practices to Sustain the Program</li> </ul> </li> <li>• The Company-wide Framework and Infrastructure               <ul style="list-style-type: none"> <li>– Responsibilities &amp; Authorities</li> <li>– Alignment and Application</li> </ul> </li> <li>• Managing the 5S Process               <ul style="list-style-type: none"> <li>– Checklists Preparation and Criteria</li> <li>– Conducting 5S Audit</li> <li>– Documentation &amp; Reporting</li> </ul> </li> <li>• Moving Towards the 5S Process               <ul style="list-style-type: none"> <li>– Implementation Steps</li> <li>– Challenges and Pitfalls</li> <li>– Best Practices &amp; Winning Principles</li> </ul> </li> <li>• Continuous Improvement of 7S in the Workplace</li> <li>• Workshops</li> </ul>	25-35



### LIST OF SMS TRAINING COURSES/ WORKSHOPS

As of March 27, 2024

COURSE/ WORKSHOP	# OF DAYS	OUTLINE	# OF PAX
37. Measurement Uncertainty in Medical Laboratory	1.5	<p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>For the participants to gain better understanding of the principles of measurement uncertainty and be able to compute measurement uncertainties related to calibration of monitoring and measuring equipment and testing methodologies in medical laboratory.</li> </ul> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>Introduction to Measurement Uncertainty</li> <li>The need for Measurement Uncertainty</li> <li>Basic Statistical Calculation</li> <li>Sources of Uncertainties in Measurements</li> <li>The Uncertainty Estimation Process</li> <li>Reporting Uncertainty</li> <li>Workshops</li> </ul>	25-35

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