



STANDARDS ASSOCIATION OF ZIMBABWE (SAZ) 2024 TRAINING CALENDAR



SAZ provides excellent and professional training services for standards based business excellence

Prepared and signed by Senior Training Administrator 	Authorized and signed by Director Standards Development, Information and Training 	Effective Date 2023-01-20	Issue No. 7
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FOREWORD

The SAZ Training Division offers standard based courses to enable organizations to develop and implement standards into specific operations as part of organizational strategies to achieve business excellence. These courses are well researched and relevant and promote an understanding of standards requirements and implementation.

SAZ has an excellent team of competent trainers with the requisite qualifications, skills and knowledge to deliver the courses.

The courses can be tailor –made to suit your organization’s specific requirements and presented at your premises by arrangement. SAZ is running a number of new courses to keep pace with stakeholder demands.

Registration Course requirements

Candidates should meet the requisite course requirements set for each course and produce evidence of such upon registration.

Fees

All course fees are charged per person.

Payment

Course fee are payable in full and in advance.

Travelling and accommodation for live trainings

Participants should make their own travelling and accommodation arrangements.

Virtual Trainings requirements

Virtual trainings participants must have reliable internet connectivity. Online training courses will be conducted through Microsoft Teams and Zoom platform.

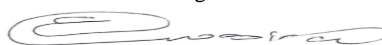

Course presentation

Courses will be presented in English only. Special needs will however be considered especially in cases where in-houses courses are presented. A variety of training methods and techniques are used and these include lectures, videos, assignments, manuals and exercises. Group participation is encouraged throughout, as it enhances the learning experience. We are also conducting our courses online.



In-house presentation courses

All SAZ courses can be presented in-house, i.e. SAZ trainer(s) will be sent to present the training at your organization. These training courses can be tailor-made to suit the client’s requirements.



NOTE: In-house courses will be presented to a minimum of 12 and a maximum of 20 participants per session. The organization will provide a suitable training room with all necessary training equipment including the projector, flip charts, markers as well as a suitable point/screen for projection.


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Course Title	Course Outline	Course Dates	Deadline for registration
ZWS ISO 9001:2015 Quality Management Systems Awareness	<ul style="list-style-type: none"> History and development of quality standards The ISO 9000 family of standards Principles of Quality Management System Features, clauses and requirements of ISO 9001:2015 Implementing ISO 9001:2015 QMS in your organization ISO 9001:2015 system certification/registration by SAZ 	2024/01/12	2024/01/10
Root Cause Analysis (RCA)	<ul style="list-style-type: none"> Introduction to RCA Definitions Benefits of RCA Practical guide to carrying out an RCA RCA Tools and Techniques Fishbone/ Ishikawa Diagram 5 Why's technique <p>Examination</p>	2024/01/24-26	2024/01/22
ISO 45001:2018 Occupational Health & Safety Management Systems Development and Implementation	<ul style="list-style-type: none"> Introduction to Occupational Health and Safety Management System (OHSMS) Importance and benefits of an OH&S MS The background of ISO 45001 and its intended outcome The terms and definitions used The key concepts and structure of ISO 45001 The PDCA cycle The main requirements of ISO 45001 Framework for implementing ISO 45001 Key concepts and requirements of ISO 45001 from an implementation perspective Certification process of OHSMS <p>Examination</p>	2024/01/29 – 2024/02/02	2024/01/26
ZWS ISO 9001:2015 Quality Management Systems Development and Implementation	<ul style="list-style-type: none"> Understanding quality concept, the purpose and rational for a QMS The PDCA cycle The benefits of a quality management systems The quality management principles and their application in organizations Quality management systems process approach The four-tier quality management system documentation model Implementation of ISO 9001 standard requirements Application and interpretation of quality management principles and requirements Certification process of the Quality Management System <p>Examination</p>	2024/02/05-09	2024/02/02
ZWS ISO 22000:2018 Food Safety Management Systems Development and Implementation (including FSSC 22000 Ver.6.1 Requirements)	<ul style="list-style-type: none"> Food safety Overview of Food Safety Management Systems Management System principles Food safety Key elements The food safety regulatory system in Zimbabwe and food standards Food Safety Hazard Categories and their sources Food hygiene, Sanitation and Control of Food Safety Hazards HACCP principles, Application and HACCP Origins and Benefits Food safety Team, Team Leader, Team members and their Roles ZWS ISO 22000:2018 Food Safety Management System Requirements ZWS ISO /TS 22002: Technical Specification Prerequisite Programmes Implementing a Food Safety System Certification and the Certification process <p>Examination</p>	2024/02/12-16	2024/02/09
ISO 55001:2014 Asset Management Systems Awareness	<ul style="list-style-type: none"> Understanding development of standards process Understanding the role of ISO and SAZ Understanding of the ISO 55001 standard (high level) Understanding of the benefits of Asset Management Systems (AMS) Understanding of the process of setting up an AMS and certification process 	2024-02/16	2024/02/14

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ZWS 806 Hazardous Waste Management	<ul style="list-style-type: none"> Characterization of hazardous waste Management of specific waste types Waste minimization procedures Environmental audits Hazardous waste identification Hazardous substance segregation Hazardous waste handling and documentation Legislation and compliance Risk assessment and control and cleaner production Cleaner production Disposal Examination	2024/02/19-21	2024/02/15
ISO 9001:2015 Quality Management Systems Internal Auditing	<ul style="list-style-type: none"> Principles and concepts of quality control, assurance and management systems Analysis and interpretation of requirements Quality system documentation Auditing phases, exercises and audit team roles Auditor characteristics and selection ZWS ISO 19011:2018 – Guidelines for auditing management systems Examination	2024/02/27 2024/03/01	2024/02/23
Basic Food Hygiene – Hazard Analysis and Critical Control Point (HACCP) Development and Implementation	<ul style="list-style-type: none"> Hazard Analysis Critical Control Point (HACCP) Important definitions HACCP Origins and Benefits Food Safety Hazard Categories and their sources Food hygiene, Sanitation and Control of Food Safety Hazards HACCP principles and their Application Principles underpinning the HACCP system Application of the HACCP principles Use of HACCP principles in food business operation to control potential food hazards ZWS 749 – Implementation and management of a hazard analysis and critical control point Implementation of HACCP system and the Certification process Introduction to Hazard Analysis and Risk-Based Preventive Control (HARPC) Examination	2024/03/04-08	2024/02/29
ZWS ISO 55001 Asset Management Systems Development and Implementation	<ul style="list-style-type: none"> Understanding the Risk Based Thinking approach to business Understanding the Context of the organization Identification of Interested parties and how they impact the business Establishing and Asset Management System(AMS) Policy Establishing AMS Objectives Establishing AMS Procedures framework Higher emphasis on performance monitoring and integration with other business activities Enhancement of process approach PDCA Decentralization of the system and spread of responsibilities for the AMS throughout the organization Greater engagement of top management in the AMS Examination	2024/03/04-08	2024/02/29

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ISO 27001:2022 Information Security Management Systems Development and Implementation Course	<ul style="list-style-type: none"> The scope and purpose of ISO/IEC 27001 and how it can be used The key terms and definitions used in the ISO/IEC 2700 series The fundamental requirements for an ISMS in ISO/IEC 27001 and the need for continual improvement The processes, their objectives and high level requirements Applicability and scope definition requirements Use of controls to mitigate IS risks The purpose of internal audits and external certification audits, their operation and the associated terminology Examination	2024/03/04-8	2024/02/29
ZWS ISO 9001:2015 Lead Auditor  <i>Registered</i>	<ul style="list-style-type: none"> Purpose and benefits of auditing The difference between 1st, 2nd, and 3rd party audits and other types of audits Interpretation of ZWS ISO 9001:2015 - Quality Management Systems as a basis for audits Seven Quality Management Principles Preparing and planning for audits (audit schedules, audit plans, audit checklist) Performing audits, displaying appropriate lead auditor traits, such as using effective questioning techniques and recording non-conformances ZWS ISO 19011:2018 – Guidelines for auditing management systems ZWS ISO 17021 - Requirements The "Process Approach" to Auditing Role of the Lead Auditor (Audit management) Report writing and follow-up on corrective actions Auditing principles Explaining the process of certification Examination <i>Entry requirements: Delegates should have attended at least a 5-days Development and Implementation course (attach certified copy of certificate).</i>	2024/03/11- 15	2024/03/06
ZWS ISO 14001 Environmental Management System development and implementation	<ul style="list-style-type: none"> Background to environmental Management Systems. Overview of the ISO 14001:2015 Standard. Environmental Management System Model (Plan – Do-Check- Act). An overview of environmental risks or opportunities to organizations Introduction to environmental legislation and global environmental concerns Identification of environmental aspects and impacts Requirements, interpretation and intent of the standard Formulating the basis for the implementation and improvement of ISO 14001 Examination	2024/03/11-15	2018/03/07
ISO 9001:2015 QMS Internal Auditing	<ul style="list-style-type: none"> Principles and concepts of quality control, assurance and management systems Analysis and interpretation of requirements Quality system documentation Auditing phases, exercises and audit team roles Auditor characteristics and selection ZWS ISO 19011:2018 – Guidelines for auditing management systems Examination	2024/03/19-22	2024/03/ 15
Safety Health Environment and Quality Management Representative course	<ul style="list-style-type: none"> Analysis of learner’s knowledge and learning needs Introduction to SHEQ Management Systems Standards Duties of SHE Rep SHEQ Audit/Inspection Emergency Preparedness and Response Plan Graphical Communication within Workplaces Introduction to Management Systems Applicable Laws and International Conventions Emergency Preparedness and Response Waste Management Examination	2024/03/18-22	2024/03/14

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Documentation of Quality Management Systems according to ISO 9001:2015	<ul style="list-style-type: none"> • Purpose and benefits of QMS documentation in an organization • General QMS documentation requirements • Specific QMS documentation requirements • QMS Scope, Quality policy and Quality objectives • Organizational process procedures • Work instructions, records and other documents • Development of QMS documentation • QMS documentation management • Pitfalls in QMS documentation Examination	2024/03/20 - 22	2024/03/18
ISO 31000:2018 Risk Management	<ul style="list-style-type: none"> • Describe the fundamentals of risk management • Explain the fundamentals of a risk management system • Describe the relevance and context of ISO 31000:2018 • Outline the structure and purpose of ISO 31000:2018 • Elaborate on the key principles of ISO 31000:2018 • Identify key aspects and interrelationships of a risk management framework with the organization's management system • Describe the risk management process • Outline a process for implementation of a risk management framework Examination	2024/03/25-27	2024/03/21
ZWS ISO 9001:2015 Quality Management Systems Awareness	<ul style="list-style-type: none"> • History and development of quality standards • The ISO 9000 family of standards • Principles of Quality Management System • Features, clauses and requirements of ISO 9001:2015 • Implementing ISO 9001:2015 QMS in your organization • ISO 9001:2015 system certification/registration by SAZ 	201/03/ 27	2024/03/25
Certificate in Standardization (in collaboration with ARSO and Catholic University of Zimbabwe)		2024/02/19	2024-06-28

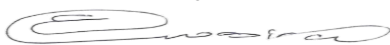

For Registration please contact Training Division

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