

**Specialization Mini-MBA in Requirements and Implementation of ISO 9001–Quality Management, ISO 14001–Environmental Management and OHSAS 18001–Safety and health management at work -**

**Online**



**Coordinator – Eng. Jorge Rodriguez**

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## **Plan of Specialization Mini-MBA in Requirements and Implementation of ISO 9001–Quality Management, ISO 14001–Environmental Management and OHSAS 18001–Safety and health management at work - Online**

### **Total Length**

50 Hours

### **Target Audience**

This Specialization Mini-MBA is intended for professionals who intend to obtain or improve skills in this area, including executives involved in the implementation of an agreement with the management system ISO 9001 – Quality Management System, ISO 1400 – Environmental Management System and OHSAS 18001 – Management systems of safety and health at work.

### **Outcome Profile**

All students are entitled to a certificate of participation in MINI-MBA.

Additionally, and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam."

**This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

### **Pre requirements**

The necessary prerequisites to attend this course are:

- 12th grade;
- Have access to a computer or tablet with an Internet connection and browser (program to browse the web) such as Chrome, Safari, Firefox or Internet Explorer;
- You can access the course from any computer (for example, at home and at the office), tablet or smartphone.

### **General objectives**

This Specialization Mini-MBA aims to provide an understanding of the requirements of ISO 9001, ISO 14001 and ISO 45001 as well as to understand the compatibility of ISO 9001, ISO 14001 and ISO 45001.

### **Specific objectives**

At the end of the Specialization Mini-MBA students should be able to:

- Understand and interpret the requirements of ISO 9001, ISO 14001 and OHSAS 18001 / NP 4397;
- Knowing the specifics of the ISO 14001 and OHSAS 18001 / NP 4397 compared to ISO 9001;
- Interpret the possibilities of integration of quality management systems, environment and safety and health at work.

## Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	
<i>Module I – ISO 9001</i>	21H
<i>Module II – ISO 14001</i>	6H
<i>Module III – OHSAS 18001 / NP 4397</i>	15H
<i>Module IV – Exam Preparation</i>	8H
<i>Module V – Closing</i>	
<b>Total</b>	<b>50H</b>

## Program Content

### **Module 0 – Opening**

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

### **Module I – ISO 9001**

- Definitions and concepts;
- The NP EN ISO 9001:2015:
  - Quality management system;
  - Liability management;
  - Resource management;
  - Product Realization;
  - Measurement, analysis and improvement.

### **Module II – ISO 14001**

- Definitions and concepts;
- The NP EN ISO 14001:2015:
  - Framework with other frameworks;
  - Specifics of ISO 14001:
    - Method for environmental impact assessment;
    - Accidents.
- Good environmental practices.

### **Module III – OHSAS 18001 / NP 4397**

- Definitions and concepts;
- OHSAS 18001:2007 / NP 4397:2015:
  - Framework with other frameworks;
  - Specifics of OHSAS 18001 / NP 4397:
    - Method for assessment of security risk;
    - Accidents;
    - Emergency plan.
- Health and Safety at Work Services;
- Equipments for individual safety.

### **Module IV – Exam Preparation**

- Assess and evaluate the knowledge acquired.

### **Module V – Closing**

- Specialization Mini-MBA evaluation: trainers and trainees.

## Methodology

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

<b>Moment / Objective</b>	<b>Method / Technique</b>
In modules I, II and III	Expository Demonstrative Active
In modules I, II and III	Analysis of Real Cases
In every modules.	Interrogative

## Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

<b>Moment</b>	<b>Technique</b>	<b>Instrument</b>	<b>Objective</b>
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

## Didactic Resources

- ✓ Theoretical documentation.

**Training Team**

**Eng. Jorge Rodriguez**

**Degree in Energy and Environment Engineering**  
**Postgraduate in Integrated Systems (QA&S)**  
**Superior Technician of Hygiene and Safety at Work**



Effective Member of the Order of Engineers (College of Mechanical Engineering) and Technical Recognized for conducting Energy Audits and Energy Consumption Rationalization Plans within the scope of the SGCIE.

Project Management Engineer (Consulting & Operational Management, Auditing, Investment Projects, Energy Efficiency, Maintenance & Renewable Energies).

Consultant and Auditor of Quality Management, Environment, Safety, Energy and Sustainable Energy Systems Projects.

Specialization Mini-MBA of ISO 9001: 2015 Auditor / Auditor Coordinator of Quality Management Systems, recognized by IRCA.

Specialization Mini-MBA training on Transition from ISO 9001: 2015 and ISO 140001: 2015 Standards.

IEFP certified trainer (Certificate EDF 456982/2007 DC).

Project Management Engineer with over 10 years of experience in management positions.

Consultant and Auditor of Quality, Environment and Safety Management Projects, with dozens of management systems implemented and certified in companies, both national and multinational. Trainer with more than 10 years of experience, at different levels and areas of expertise.

Speaker at conferences on topics in the area of Systems Management, energy efficiency and investment projects.

**Professional Career:**

Since 2018, Consultant / Trainer at High Skills Lda. - Formação e Consultoria Lda;

From April / 2015 to the present, Technical & Commercial Director at Smart C, Lda.

From March 2012 to March 2016 Project Manager and Coordinator at AMOG - Association for the Improvement of Organization and Management / ICT & Management Index, Lda.

From October 2009 to February 2011 Consultant / Project Manager at CSIS - Consultores de Gestão, Unipessoal, Lda.

From October 2007 to October 2009, Director of the Energy Department at Eco Choice, S.A., (Grupo Lena).

## Conditions

If you have more than two participants contact us to know our business benefits!

**High Skills – Formação e Consultoria, LDA.**

Avenida de Berna, nº 11, 8 andar 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

## Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

## Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization Mini-MBA in Management, HST and Environment - Online		
Birth Date:		Nacionality:	
Passport:		Expiration date:	

## Possible contacts for more information:

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

Phone: +351 217 931 365

