

# MANAGEMENT REPRESENTATIVE



The course is highly interactive, not only with reference to answering queries, but also sharing the experience gathered on being Management Representative of management systems & working experience in the industry. The course includes series of lectures with individual/syndicate exercises for better learning.

The course objective is to understand & discuss the role of M. R. in its true perspectives in line with the requirements of management systems viz. ISO 9001/14001 & OHSAS 18001, to discuss & understand the key responsibilities of M.R, to enrich knowledge bank in order for M.R. to be more proficient in performing his role & responsibilities and to help MR in overcoming challenges faced in executing his/her duties.

## Who should attend ?

### Individuals who are:

- Existing /prospective Management Representatives of management systems
- Having passion for management systems & desirous of becoming professionals in it, in later life

### Registered & Head Office-

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### Also suitable for:

- Quality managers,
- Personnel certified as internal auditors, who are conducting management systems audits regularly.
- Departmental & Functional Heads/Managers, aspiring for higher posts in the hierarchy of an organization.

### Course Contents

- Overview of management systems requirements
- Quality management principles with special focus on process approach
- Roles & responsibilities of Management Representative
- Overview of audit process with special emphasis on audit planning, reporting of audit findings & evaluating the outcome of audit results
- Organize & facilitate management reviews for continuing suitability, adequacy & effectiveness of management systems
- Management Representative's skills/competencies honing to perform his/her duties effectively/efficiently
- Individual / Syndicate exercises
- Summing-up

### Certificate

Certificate of attendance shall be issued to all the delegates attending entire duration of the training course.

### Duration

2 Days