

BOBS COURSES



OVERVIEW

The Botswana Bureau of Standards was established by the Standards Act, 1995. The major function of the Bureau is to promote standardization and quality assurance in industry and commerce with the aim of improving product quality, industrial efficiency and productivity, and the promotion of trade, so as to achieve optimum benefits for the public.

WHY STANDARDIZATION AND QUALITY ASSURANCE?

In order for organizations to be competitive and prosper in their respective sectors, it is vital for such organizations to adopt best practice. Management Systems have become vital in conducting business. Customers and other stakeholders now more and more demand implementation of best practice from organizations. Provision of quality goods and services, protection of the environment, safety of employees, etc, have of necessity become very important in conducting business and earning good will and support from stakeholders.

COURSES OFFERED BY BOBS

BOBS provides training in Quality, Occupational Health and Safety, Environmental, and Laboratory Management Systems. For organizations desiring to train a considerable number of personnel, **BOBS can provide the training at the organizations' premises.**

ACCREDITATION BY BOTSWANA QUALIFICATIONS AUTHORITY

BOBS is accredited by the Botswana Qualifications Authority as an Education and Training Provider.

MORE COURSE INFORMATION

BOBS offers high quality training, which is characterised by high learner participation both during lectures and group exercises. This approach ensures maximum assimilation of course materials by participants.

QUALITY MANAGEMENT

BOBS offers the following courses in Quality Management.

QM1: Awareness of BOS ISO 9001:2015 Quality Management System.

Aims/Objectives - The aim of this course is to give participants an appreciation of the requirements of the BOS ISO 9001:2015 standards.

Course Contents - Course contents include Definition of Quality, ISO 9000 series of standards, The Structure of Quality Management Systems, The role of top management, Clauses of ISO 9001:2015, and Introduction to auditing and certification of Quality Management Systems

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course - 2 days

Target Group - Managers, Supervisors and persons involved in quality management implementation

Course Fee - As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

QM2: Understanding BOS ISO 9001:2015 Quality Management Systems

Aims/Objectives – The objective of this course is to give the participants full understanding of the requirements of BOS ISO 9001:2015 standard

Course Contents - This course addresses all the clauses of BOS ISO 9001:2015 standard. Course contents include Definition of Quality, Risk Based Thinking, The Structure of Quality Management Systems, The Role of Leadership. Introduction to the ISO 9000:2015 series of standards, Clauses of ISO 9001:2015 standard, Documentation of Quality Management Systems, Auditing, Quality Improvement, and Implementation of a Quality Management System

Pre-requisites - Cambridge “O” Level certificate or equivalent

Length of course: 5 days

Target Group: Managers, Supervisors and persons involved in quality management implementation

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

QM5: ISO 9001:2015 Quality Management System Documentation

Aims/Objectives – The aim of this course is to equip the participants with knowledge and skills which would enable them to develop and document a Quality Management System that complies with the requirements of BOS ISO 9001:2015 standard.

Course Contents - Course contents include Overview of Quality Management System documentation, QMS Processes, Interpreting Flow Diagram, Flaw Charting, Documented Information of the QMS. Process Mapping.

Pre-requisites - Applicants should have successfully completed the BOBS’ *Understanding BOS ISO 9001:2015* course or equivalent.

Length of course: 2 days

Target Group: Managers, Supervisors and persons involved in quality management system implementation

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

QM7: ISO 9001:2015 Lead Auditor/Auditor

Aims/Objectives – The objective of this course is to provide participants with knowledge and skills that would enable them to plan, execute, report and complete an audit.

Course Contents - Course contents include Concepts of Quality Management System, What is an Audit? The Process Approach to Auditing, Management of the Audit Programme, Audit Principles,

Competence and Evaluation of Auditors. Audit Methods, Types of Audits, Audit Activities, The audit plan, Performance of the Audit, Reporting Nonconformities, and Audit Reports and Follow ups.

Pre-requisites - Applicants should have successfully completed the BOBS' *Understanding BOS ISO 9001:2015* course or equivalent.

Length of course: 5 days

Target Group: Managers, Supervisors and persons involved in quality management system implementation

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

ENVIRONMENTAL MANAGEMENT

EM1: Understanding ISO 14001:2015 Environmental Management System

Aims/Objectives – The objective of this course is to define and describe an environmental management system and how it facilitates sound environmental management and business management.

Course Contents – The course contents include Man and the Environment, Context of the Organization, Leadership, Planning, Operation, Evaluation of Compliance, Internal Audit, Management Review, Improvement, and Auditing and Certification.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 5 days

Target group: Personnel who manage environmental functions, evaluate environmental systems, implement environmental systems or require general understanding of environmental management systems.

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

EM2: Awareness of ISO 14001:2015 Environmental Management System

Aims/Objectives – The aim of the course is to give participants an appreciation of the requirements of the ISO 14001:2015 standard.

Course Contents - Course contents include Man and the Environment, Context of the Organization, Leadership, Planning, Operation, Evaluation of Compliance, Internal Audit, and Improvement.

Length of course: 2 days

Target group: Personnel who manage environmental functions, evaluate environmental systems, implement environmental systems or require general understanding of environmental management systems.

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

EM3: BOS ISO 14001:2015 Environmental Management System Auditing

Aims/Objectives – The objective of this course is to provide participants with knowledge and skills that would enable them to plan, execute, report and complete an audit.

Course Contents - Course contents include Concepts of Environmental Management System, What is an Audit, Types of Audits, Programming audits, The Auditor within the System, Audit Activities, The Audit Plan, Performance of an audit, Reporting Nonconformities, and Audit Reports and Records.

Pre-requisites - Applicants should have successfully completed the BOBS' *Understanding ISO 14001:2015 Environmental Management System* course or equivalent.

Length of course: 5 days

Target Group: Managers, Supervisors and persons involved in environmental management system implementation

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

OCCUPATIONAL HEALTH AND SAFETY

OHS1: Awareness of BOS ISO 45001:2018 Occupational Health and Safety Management System

Aims/Objectives – The objectives of this course are to Interpret key requirements of BOS ISO 45001:2018, have an appreciation of the process involved in hazard identification and risks assessment, Have an appreciation of the process involved in incident investigation, Have an understanding of their role in implementation and maintenance of an effective OHSMS, and Understand barriers to a successful implementation of OHSMS.

Course Contents – The course coverage includes The history of OHS, OHS Policy, Business Benefits of implementing OHS, Hazard Identification & Risk Assessment, Resources, Competence, Communication, Emergency preparedness and response, and Barriers to implementation of OHS.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 2 days

Target group: Managers, Supervisors and persons involved in Occupational Health and Safety system implementation.

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

OHS2: Understanding BOS ISO 45001:2018 Occupational Health and Safety Management System

Aims/Objectives – The objectives of this course are to a) equip participants with knowledge and understanding of BOS ISO 45001:2018 requirements and development process and b) to equip participants with knowledge and skills for developing and implementing effective OHSMS in their organisations.

Course Contents – The course coverage includes The history of OHS, OHS Policy, Business Benefits of implementing OHS, Hazard Identification & Risk Assessment, Incident Investigation, Emergency Preparedness and Response, Planning, Operational Controls, The basics of BOS ISO 45001:2018, Development and Implementation, and Pitfalls to watch out for.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 5 days

Target group: Managers, Supervisors and persons involved in Occupational Health and Safety system implementation

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

OHS4: BOS ISO 45001:2018 Occupational Health and Safety Management System Auditing

Aims/Objectives – The objective of this course is to provide participants with knowledge and skills that would enable them to plan, execute, report and complete an audit.

Course Contents - Course contents include Types of audits, Programming audits, Performance of an audit, Reports, Records, Follow up, and Corrective Actions.

Pre-requisites - Applicants should have successfully completed the BOBS’ Understanding BOS ISO 45001:2018 Occupational Health and Safety Management System course or equivalent.

Length of course: 5 days

Target group: Managers, Supervisors and persons involved in Occupational Health and Safety system implementation

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)