



**KELMAC GROUP**<sup>®</sup>  
Conformity & Compliance  
Prospectus of Training Courses 2012

# A WORLD OF POSSIBILITY IN MANAGEMENT SYSTEMS

Our main focus and specialisation is the provision of leading conformity and compliance audit, consulting, training and intelligence solutions. We also offer specialised business management and improvement solutions and support.

Kelmac Group is jointly certified by IRCA and RAB QSA International as a training provider and hold more accreditations in the fields of ISO 9001, ISO 13485, ISO 14001, OHSAS 18001, ISO 22000, ISO/IEC 27001 which is one of the widest ranges available in the U.S. Kelmac Group has also been approved by the Safe Quality Food Institute and the International HACCP Alliance.

Kelmac Group have trained 1000s of auditors on our certified auditor courses and to date, have delivered our training solutions in excess of 30 different countries including multiple languages.

We have a wealth of domestic and international experience with organisations of all sizes and we bring all that practical experience to our clients worldwide. Very few providers in the world can match our experience in delivery.

**"Supplying you with leading experts of today, so you may be one of the experts of tomorrow!"**



# OUR ACCREDITATIONS

## TRAINING CREDENTIALS

Delegates completing our certified courses will be presented with an IRCA and/or RAB QSA International independently accredited certificate. A worldwide recognised qualification in auditing.

## INTERNATIONAL REGISTER OF CERTIFICATED AUDITORS (IRCA)

Kelmac Group are an internationally approved training organisation with the International Register of Certificated Auditors (IRCA), the world's oldest and largest auditor registration and training organisation body since 1996 (RO 746).

## RAB QSA INTERNATIONAL

IRCA and RAB QSA International announced the signing of a bilateral agreement that allows the mutual recognition of each others' training course certifications.

Kelmac Group are accredited by RAB QSA International since 2008 as a training provider.

## SAFE QUALITY FOOD INSTITUTE

The SQF (Safe Quality Food) Institute is a division of the Food Marketing Institute (FMI), established to administer the SQF Program, a leading, global food safety and quality certification and management system. The Program provides independent certification that a supplier's food safety and quality management system complies with international and domestic food safety regulations.

## INTERNATIONAL HACCP ALLIANCE

The International HACCP Alliance was developed on March 25, 1994, to provide a uniform program to assure safer meat and poultry products. It is housed within the Department of Animal Science at Texas A&M University.



## WHAT MAKES US UNIQUE?

The Kelmac Group<sup>®</sup> is a leading source of innovative global conformity assessment, regulatory compliance and risk management products and services that empowers business, public agency and industry professionals' compliance and success.

We work with leading organizations, industry professionals and public agencies across the private, public and social sectors. Our scale, scope, and knowledge of International/Private Label Standards and Regulations allow us to address problems that no one else can. We have deep functional and industry expertise as well as breadth of geographical reach. We are passionate about taking on challenges that matter to our clients. In summary, we deploy International Standards and Regulations in a way that gives our client's a competitive advantage in the market. We are changing the way the world manages conformity assessment, regulatory compliance and associated risk management.

Founded in 1996, we are one of the most trusted names in the conformity assessment and regulatory compliance knowledge management industry. Industry professionals in more than 30 countries rely on us to help them keep up-to-date with changing International/Private Label Standards and Regulations.

## DELIVERY METHODOLOGY - ENCOURAGING A LEARNING ENVIRONMENT

The Kelmac Group<sup>®</sup> uses Accelerated Learning (AL), a method that begins with the premise that each person is capable of much, much more than they think is possible. AL assumes that our own limiting beliefs about ourselves, our abilities and learning itself often get in the way of our learning potential.

Accelerated Learning design appeals to all learning and processing styles. The Accelerated Learning design is an open system that provides enough of the right kind of structure to give guidance and ensure success time and time again. You will find many different AL cycles using various names for the key elements.

In a Kelmac Group<sup>®</sup> class, Kelmac Group<sup>®</sup> Tutor creates multiple opportunities for individual and group experiences that enable participants to move beyond those limiting beliefs and tap into their inner wisdom, their hidden potential. The Kelmac Group Tutor, the learning environment and the design of the learning process are key determining factors in the success of learning and the development of the capacity to learn.

The Kelmac Group<sup>®</sup> creates and maintains a safe and stimulating learning environment. In a Kelmac Group<sup>®</sup> program, Learners see the important content on the walls. Music supports learning and retention. Movement and interaction with one another and the content is encouraged. The physical and emotional environment provides safety and invites learners to experiment and grow.

## LEARNER ASSESSMENT

All Kelmac Group<sup>®</sup> learning solution assessment is based 100% of learner continuous assessment. The learner is assessed based on participation and performance throughout the duration of the course. This includes all exercises, role plays, case studies and all other activities during the course.

The learner continuous assessment process is based on the internationally accredited competency standard, ISO/IEC 17024.

The assessment process will encourage each learner to take responsibility for their own learning and where necessary performance improvement.

A key feature of the assessment process will be the focus on individual learner demonstration of competence. Demonstration and assessment of each Learner competency evaluation will be complete d using a variety of individual and group practice sessions. Secondly in as far as practical the assessment process will be objective.

In all cases the assessment process will be completed by Kelmac Group<sup>®</sup> Tutors who are certified to conduct evaluations of learners.

Full attendance is required by each learner during the learning solution.

## WHY CHOOSE KELMAC GROUP?

### WHAT WE STAND FOR

Our mission is to provide a combination of industry standard and leading-edge learning solutions. Most of Kelmac Group's training and development services are designed and developed in-house. It is our policy to seek international accreditation, where it adds value to individuals and organizations. It should come as no surprise that Kelmac Group offers the widest choice of accredited training and development services from such leading brand Training Approval Organizations, such as IRCA, RAB QSA International, Safe Quality Food Institute and International HACCP Alliance.

#### SPECIALISATION AND TUTOR EXPERTISE

Our specialist focus on business focused management systems, business excellence models and tools and techniques, backed by an on-going research programme; the wide private and public sector practical experience of our Auditors and Tutors, and our renowned continual professional development programme, gives Kelmac Group a unique perspective on the changing roles and demands faced by key staff and employees in organizations today. Our Lead Tutors have fulfilled similar roles to our delegate audience during their careers and can therefore relate directly to the issues and challenges they face.

This level of understanding guarantees the most accurately focused and specifically tailored learning solutions of their kind and reflects the importance organizations now place on the development of key staff and employees.

#### INDIVIDUAL NEEDS

Our small group sizes help facilitate the exchange of ideas and builds confidence. This gives delegates the opportunity to discuss their specific requirements and receive personal guidance from the Tutor.

This approach ensures that individual training need is met in full.

#### FLEXIBLE DELIVERY

Most of our learning solutions are available publicly or in-house. In some cases, the modular programmes are available on a part-time basis.

Where in-house learning is your preferred option, this gives greater opportunity to custom or tailor make the learning material and presentation style. Please ask us for further details, if this is of interest to you.

#### OUTSTANDING SERVICE EXCELLENCE

Kelmac Group takes extra care to ensure we fully understand your training and development requirements before we propose a solution for you. We do not sell products, which may not meet your requirements. We provide practical learning solutions, which work for you.

#### INNOVATION AND FLEXIBILITY

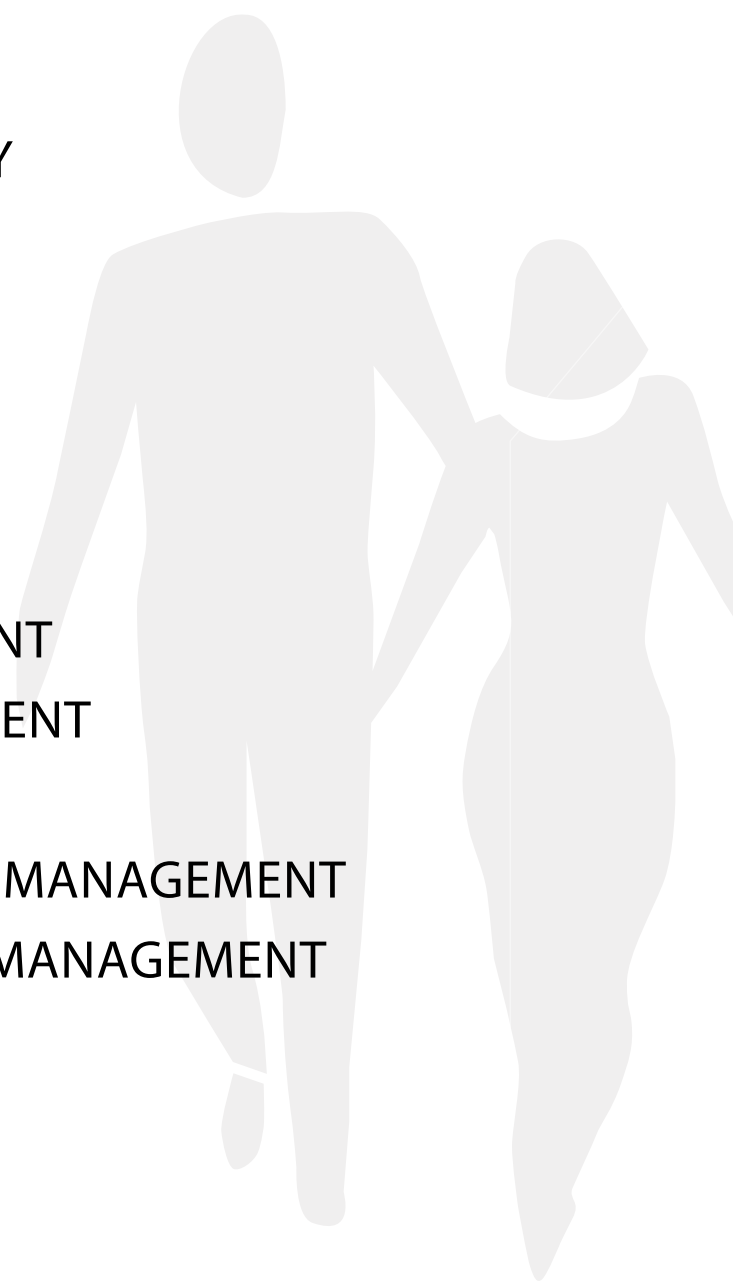
Kelmac Group learning solutions are available online, publicly and in-house or a combination of blended learning options and we offer accredited and non-accredited learning solutions. Kelmac Group's learning solutions are designed to best suit our clients' needs and we lead by example.

#### COMPETITIVE PRICING AND OUTSTANDING VALUE FOR MONEY



Kelmac Group believes in providing leading-edge learning solutions at down-to-earth prices. Most of Kelmac Group learning solutions are accredited with leading accreditation bodies such as IRCA and RAB QSA International.

This places Kelmac Group learning services in a unique position.

### OUR PORTFOLIO OF TRAINING COURSES

1. QUALITY MANAGEMENT
  2. ENVIRONMENTAL MANAGEMENT
  3. OCCUPATIONAL HEALTH & SAFETY
  4. MEDICAL DEVICES/HEALTHCARE
  5. FOOD SAFETY
  6. LABORATORY
  7. INFORMATION SECURITY
  8. MEDICAL LABORATORY
  9. PHARMACEUTICAL
  10. AEROSPACE
  11. AUTOMOTIVE
  12. RISK MANAGEMENT
  13. I.T SERVICE MANAGEMENT
  14. INTEGRATED MANAGEMENT
  15. ENERGY MANAGEMENT
  16. SOCIALLY RESPONSIBLE MANAGEMENT
  17. BUSINESS CONTINUITY MANAGEMENT
  18. SPECIALISED TRAINING
- 


## 1. QUALITY MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO 9001:2008 Foundation	Kelmac Group	2	On Request/In-House		
Internal QMS Auditor	IRCA (A17143) 	2	On Request/In-House		
QMS Auditor/Lead Auditor (ISO 9001:2008)	IRCA (A17133) 	5	4th - 8th June 20th - 24th August 22nd - 26th October	Chicago IL Chicago IL Redondo Beach, CA	\$1,995
Certified Systems Implementer - ISO 9001/ ISO 14001/OHSAS 18001 (Project/Case Study Based)	Kelmac Group	9*	On Request/In-House		
Internal QMS Auditor - Refresher	Kelmac Group	1	On Request/In-House		
People Based Quality™	Kelmac Group	2	On Request/In-House		

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\*subject to availability, terms and conditions

## 2. ENVIRONMENTAL MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
EMS Auditor/Lead Auditor (ISO 14001:2004)	IRCA (A14128) 	5	On Request/In-House		
Combined EMS & OH&SMS Auditor/Lead Auditor (ISO 14001:2004 & OHSAS 18001:2007)	Application made to IRCA for this course	6	11th - 16th June 27th August - 1st Sept 5th - 10th November	Chicago IL Chicago IL Redondo Beach, CA	\$2,995
ISO 14001:2004 Foundation	Kelmac Group	2	On Request/In-House		
Internal EMS Auditor (ISO 14001:2004)	Kelmac Group	3	On Request/In-House		



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## 3. OCCUPATIONAL HEALTH & SAFETY

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
OH&SMS Auditor/Lead Auditor (based on OHSAS 18001:2007)	IRCA (A17438) 	5	On Request/In-House		
Combined EMS & OH&SMS Auditor/Lead Auditor (ISO 14001:2004 & OHSAS 18001:2007)	Application made to IRCA for this course	6	11th - 16th June 27th August - 1st Sept 5th - 10th November	Chicago IL Chicago IL Redondo Beach, CA	\$2,995
OHSAS 18001:2007 Foundation	Kelmac Group	2	On Request/In-House		
Internal OH&SMS Auditor (OHSAS 18001:2007)	Kelmac Group	3	On Request/In-House		

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### 4. MEDICAL DEVICES/HEALTHCARE

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO 13485:2003 Foundation	Kelmac Group	2	On Request/In-House		
Internal QMS Auditor	IRCA (A17143) 	3	On Request/In-House		
QMS Auditor/Lead Auditor (based on ISO 9001:2008 & ISO 13485:2003)	IRCA (A17584) 	5	4th - 8th June 20th - 24th August 22nd - 26th October	Chicago IL Chicago IL Redondo Beach, CA	\$1,995
Medical Devices Regulations (EU MDD/CMDR/JPAL)	Kelmac Group	2	On Request/In-House		
Process Validation (in association with Medicom Consulting)	Kelmac Group	2	On Request/In-House		
Quality System Regulation CFR 21 Part 820 (in association with Medicom Consulting)	Kelmac Group	2	On Request/In-House		
ISO 14971:2007 - Medical Devices Risk Management	Kelmac Group	2	On Request/In-House		
Medical Device Design and Development Control (in association with Medicom Consulting)	Kelmac Group	2	On Request/In-House		

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### 5. FOOD SAFETY

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO/FSSC 22000:2005 Foundation	Kelmac Group	2	On Request/In-House		
FSMS Auditor/Lead Auditor (based on FSSC/ISO 22000:2005)	IRCA (A17189) 	5	7th - 11th May 29th October - 2nd November	Chicago IL Redondo Beach, CA	\$1,995
Internal FSMS Auditor (ISO/FSSC 22000:2005)	Kelmac Group	3	On Request/In-House		
Introductory HACCP	International HACCP Alliance	2	On Request/In-House		
Advanced HACCP	International HACCP Alliance	2	On Request/In-House		
Implementing SQF 1000 (SQF 1000 Practitioner)	SQFI Institute	2	On Request/In-House		
Implementing SQF 2000 (SQF 2000 Practitioner)	SQFI Institute	2	On Request/In-House		
Food Defense & Crisis Management	Kelmac Group	2	On Request/In-House		




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### 6. LABORATORY

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO/IEC 17025:2005 Foundation	Kelmac Group	2	On Request/In-House		
Internal QMS Auditor based on ISO/IEC 17025:2005	Kelmac Group	3	On-Request/In-House		
QMS Auditor/Lead Auditor based on ISO/IEC 17025:2005	Kelmac Group	5	On Request/In-House		

### 7. INFORMATION SECURITY MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO/IEC 27001:2005 Foundation	RAB QSA International (IS1381)  *IRCA Recognised	2	On Request/In-House		
ISMS Auditor/Lead Auditor (ISO/IEC 27001:2005)	RAB QSA International (IS1381, AU1421 & TL1422)  *IRCA Recognised	5	On Request/In-House		
Internal ISMS Auditor (ISO/IEC 27001:2005)	RAB QSA International (IS1381 & AU1421)  *IRCA Recognised	3	On Request/In-House		

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### 8. MEDICAL LABORATORY

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO 15189:2009 Foundation	Kelmac Group	2	On Request/In-House		

### 9. PHARMACEUTICAL (COMING SOON - SEPTEMBER 2012)

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
Pharmaceutical (IQH 10) Internal Auditor	Kelmac Group	3	On Request/In-House		
Pharmaceutical (IQH 10) Lead Auditor	Kelmac Group	5	On Request/In-House		

### 10. AUTOMOTIVE

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO/TS 16949:2009 Foundation	Kelmac Group	2	On Request/In-House		

### 11. AEROSPACE

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
AS 9100/9110 Rev C or EN 9100/9110 Foundation	Kelmac Group	2	On Request/In-House		

### 12. RISK MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO 31000:2009 Foundation	Kelmac Group	2	On Request/In-House		

### 13. I.T SERVICE MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO/IEC 20000:2005 Foundation	Kelmac Group	2	On Request/In-House		

### 14. INTEGRATED MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
PAS 99:2006 Foundation	Kelmac Group	2	On Request/In-House		

### 15. ENERGY MANAGEMENT (COMING SOON - SEPTEMBER 2012)

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO 50001:2011 Foundation	Kelmac Group	2	On Request/In-House		
ISO 50001:2011 Internal Auditor	Kelmac Group	3	On Request/In-House		
ISO 50001:2011 Lead Auditor	Kelmac Group	5	On Request/In-House		

### 16. SOCIALLY RESPONSIBLE MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
ISO 26000 Foundation	Kelmac Group	2	On Request/In-House		

### 17. BUSINESS CONTINUITY MANAGEMENT

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
BS 25999:2007 Foundation	Kelmac Group	2	On Request/In-House		
BS 25999:2007 Internal Auditor	Kelmac Group	3	On Request/In-House		
BS 25999:2007 Lead Auditor	Kelmac Group	5	On Request/In-House		

### 18. SPECIALISED TRAINING

COURSE TITLE	ACCREDITATION	DAYS	DATES	LOCATION	COST
Basic Problem Solving (Root Cause Analysis)	Kelmac Group	2	On Request/In-House		
Failure Mode Effect Analysis (FMEA)	Kelmac Group	2	On Request/In-House		
Process Auditing	Kelmac Group	2	On Request/In-House		
Advanced Auditing Skills	Kelmac Group	2	On Request/In-House		
Incident & Crisis Management	Kelmac Group	2	On Request/In-House		
Business Impact Assessment (BIA)	Kelmac Group	2	On Request/In-House		

Auditing • Consulting • Training



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