



Asia Masters Center

Risk Assessments, Method Statements & Quality Plans



Risk Assessments, Method Statements & Quality Plans

Course Objective

- Have a better understanding of the terminology used
- Understand how the process for implementation works
- Understand your own specific role and responsibilities as well as other members of your team
- Be familiar with the practical application
- Be able to prepare Risk Assessments, Method Statements and Quality Plans

Target Audience

- Directors, Senior Management with responsibilities for implementation of contracts, Heads of Departments including Quality, Health & Safety and Environment Managers who wish to see how all three subjects operate together, Section Heads and Supervisors and anyone else who wishes to increase their understanding of risk assessments, method statements and quality plans.

Course Outline

- DAY 1
- Introduction
- Experience in the 3 subjects
- The links between Quality, Health, Safety and the Environment
- Practical applications
- Best practice
- Review of the day
- Questionnaire
- Close
- DAY 2
- Risk Assessments
- Background and benefits
- Principles
- The Health & Safety Executive Five steps and other methods
- How to Assess the Risks in your Workplace
- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary
- Roles and responsibilities
- Competence
- Review of the day
- Questionnaire
- Close
- DAY 3
- Method Statements
- Background and benefits



Asia Masters Center

- What goes into a Method Statement?
- What are the Method Statements and how do I write them?
- Examples
- Roles and responsibilities
- Competence
- Methodology
- Practical applications
- Best practice
- Review of the day
- Questionnaire
- Close
- DAY 4
- Quality Plans
- Background and benefits
- Correspondence between ISO 10005 and ISO 9001
- Development of a Quality Plan
- Contents of a Quality Plan
- 19 sub-sections
- Review, acceptance, implementation and revision
- 4 sub-sections
- Practical applications
- Best practice
- Review of the day
- Questionnaire
- Close
- DAY 5
- Review of previous 4 days
- Question and Answer
- Preparation of course manuals
- Review of course manual content
- Course questionnaire

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.



Asia Masters Center

- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null