

**LIST OF SMS TRAINING COURSES/ WORKSHOPS**

As of June 23, 2023

<b>COURSE/ WORKSHOP</b>	<b># OF DAYS</b>	<b>OUTLINE</b>	<b># OF PAX</b>
<b>A. Courses on Management System Standards (ISO 9001, ISO 14001, ISO 45001, ISO/ IEC 17025, SA 8000, ISO 22000, HACCP, IATF 16949, etc.)</b>			
1. Appreciation Course on QMS (based on ISO 9001:2015 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 9001 Standard</li> <li>• Key Quality Concepts and Terms</li> <li>• Understanding the Requirements of ISO 9001:2015 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of needs and expectations of interested parties</li> </ul> </li> </ul>	25-35
2. Appreciation Course on EMS (based on ISO 14001:2015 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 14001 Standard</li> <li>• Key Environmental Concepts and Terms</li> <li>• Understanding the Requirements of ISO 14001:2015 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of environmental aspects and impacts</li> </ul> </li> </ul>	25-35
3. Appreciation Course on OHSMS (based on ISO 45001:2018 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 45001 Standard</li> <li>• Key OHS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 45001:2018 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of occupational health and safety hazards</li> </ul> </li> </ul>	25-35
4. Appreciation Course on EnMS (based on ISO 50001:2018 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 45001 Standard</li> <li>• Key EnMS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 50001:2018 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of significant energy uses</li> </ul> </li> </ul>	25-35



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5. Appreciation Course on QEMS (based on ISO 9001:2015 and ISO 14001:2015 Standards)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 9001 and ISO 14001 Standards</li> <li>• Key Quality and Environmental Concepts and Terms</li> <li>• Understanding the Requirements of ISO 9001:2015 and ISO 14001:2015 Standards</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of occupational health and safety hazards</li> </ul> </li> </ul>	25-35
6. Appreciation Course on the EHSMS (based on ISO 14001:2015 and ISO 45001:2018 Standards)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 14001 and ISO 45001 Standards</li> <li>• Key EHS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 14001:2015 and ISO 45001:2018 Standards</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of environment, health and safety hazards</li> </ul> </li> </ul>	25-35
7. Appreciation Course on IMS (based on ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards)	1.5	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 9001, ISO 14001, and ISO 45001 Standards</li> <li>• Key QEHS Concepts and Terms</li> <li>• Understanding the Requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of environment, health and safety hazards</li> </ul> </li> </ul>	25-35
8. Appreciation Course on FSMS (based on ISO 22000:2018 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 22000 Standard</li> <li>• Key Food Safety Concepts and Terms</li> <li>• Understanding the Requirements of ISO 22000:2018 Standard</li> <li>• Implementation, Certification and Benefits</li> </ul>	25-35

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		<ul style="list-style-type: none"> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of food safety hazards</li> </ul> </li> </ul>	
9. Appreciation Course on LQMS (based on ISO/ IEC 17025:2017 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO/ IEC 17025 Standard</li> <li>• Key Laboratory Quality Concepts and Terms</li> <li>• Understanding the Requirements of ISO 17025:2017 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of common laboratory quality management issues and controls</li> </ul> </li> </ul>	25-35
10. Appreciation Course on ISMS (based on ISO/ IEC 27001:2022 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO/ IEC 27001 Standard</li> <li>• Key Information Security Concepts and Terms</li> <li>• Understanding the Requirements of ISO 27001:2022 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of information security risks</li> </ul> </li> </ul>	25-35
11. Appreciation Course on BCMS (based on ISO 22301:2019 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 22301 Standard</li> <li>• Key Business Continuity Concepts and Terms</li> <li>• Understanding the Requirements of ISO 22301:2019 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of disruptive events and associated risks and opportunities</li> </ul> </li> </ul>	25-35
12. Appreciation Course on GHG Inventory and Reporting (based on ISO 14064-1:2018 and ISO 14064-3: 2019 Standards)	1	<ul style="list-style-type: none"> <li>• Brief Introduction on Global Warming and Climate Change</li> <li>• Development and Revision of ISO 22301 Standard 14064-1:2018 and ISO 14064-3: 2019 Standards</li> <li>• Key Greenhouse Gas (GHG) Concepts and Terms</li> </ul>	25-35

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		<ul style="list-style-type: none"> <li>• Understanding the Requirements of ISO 14064-1:2018 and ISO 14064-3: 2019 Standards</li> <li>• Implementation, Verification and Benefits</li> <li>• Short Exercise               <ul style="list-style-type: none"> <li>– Identification and categorization of organizational boundaries for the GHG Inventory Reporting</li> </ul> </li> </ul>	
13. Appreciation Course on ESMS (based on ISO 20121:2012 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 22021 Standard</li> <li>• Key Event Sustainability Concepts and Terms</li> <li>• Understanding the Requirements of ISO 22021:2012 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of internal and external issues</li> <li>– Identification of event sustainability issues and associated risks and opportunities</li> </ul> </li> </ul>	25-35
14. Appreciation Course on SAMS (based on SA 8000:2014 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of SA 8000</li> <li>• Key Social Accountability Concepts and Terms</li> <li>• Understanding the Requirements of SA 8000:2014 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of common social accountability issues in the workplace and controls</li> </ul> </li> </ul>	25-35
15. Appreciation Course on MLMS (based on ISO 15189:2022 Standard)	1	<ul style="list-style-type: none"> <li>• Development and Revision of ISO 15189</li> <li>• Key Medical Laboratory Concepts and Terms</li> <li>• Understanding the Requirements of ISO 15189:2022 Standard</li> <li>• Implementation, Certification and Benefits</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Identification of common medical laboratory issues and controls</li> </ul> </li> </ul>	25-35
16. Management Briefing on Management System Standard (ISO 9001, ISO	0.5	<ul style="list-style-type: none"> <li>• Development and Revision of the ISO Standard</li> <li>• Key Management System Concepts and Terms</li> <li>• Understanding the Requirements of Management System Standard related to Top Management</li> </ul>	20-25



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14001, ISO 45001, ISO 14064, etc)		<ul style="list-style-type: none"> <li>Implementation, Certification and Benefits</li> </ul>	
17. Management System Documentation Course	1	<ul style="list-style-type: none"> <li>Basics of Management System Documentation</li> <li>Documentation of Management System Objectives</li> <li>Preparation of Procedures and Work Instructions</li> <li>Preparation of Management System Policy Manual</li> <li>Workshops</li> </ul> <p><i>Note: The course can be customized to cater to the management system standard of the company, i.e., QMS, EMS, OHSMS, IMS, etc</i></p>	20-25
18. Course for Document Controllers and Custodians	1	<ul style="list-style-type: none"> <li>Basic Concepts of Documents and Records Management</li> <li>5S Process in Documents/ Records Management</li> <li>Setting-up the Control of Documented Information System</li> <li>Implementation of Company Procedure on Control of Documented Information</li> <li>Attributes of an Effective Document Controller/ Custodian</li> </ul>	20-25
19. Course on Effective Internal Management System Auditing	2	<ul style="list-style-type: none"> <li>Overview of ISO 19011:2018 Standard</li> <li>Basics of Internal Audit</li> <li>Checklists, Audit Trails and Audit Evidences</li> <li>Documenting Audit Findings</li> <li>Analysis, Reporting and Verification of Audit Results</li> <li>Competence and Attributes of Auditors</li> <li>Workshops</li> </ul> <p><i>Note: The course can be customized to cater to the management system standard of the company, i.e., QMS, EMS, OHSMS, IMS, etc</i></p>	20-25
20. Course on Internal Verification/ Validation of GHG Emissions Inventory and Report (based on ISO 14064-1:2018, ISO 14064-	2	<ul style="list-style-type: none"> <li>Overview of ISO 14064-1:2018, ISO 14064-3:2019 and ISO 19011:2018 Standard</li> <li>Basics of Internal Verification/ Validation of GHG Inventory and Report</li> <li>Checklists, Data Trails and Evidence</li> </ul>	20-25



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3:2019 and ISO 19011:2018 Standards)		<ul style="list-style-type: none"> <li>• Documenting Verification/ Validation Findings</li> <li>• Analysis and Reporting of Verification/ Validation Results</li> <li>• Competence and Attributes of Auditors/ Verifiers</li> <li>• Workshops</li> </ul>	
21. Continuing Education for Internal Management System Auditors	1-2	<ul style="list-style-type: none"> <li>• Review on the Basics and Principles of Internal Auditing</li> <li>• Preparing, Updating and Using Audit Checklists</li> <li>• Documenting Audit Finding</li> <li>• Follow-up Audit: Verification of Implementation and Effectiveness of Actions</li> <li>• Workshops               <ul style="list-style-type: none"> <li>– Audit trails and check items</li> <li>– Documentation of audit findings</li> <li>– Correction, root cause analysis and corrective action</li> <li>– Verification of corrective actions</li> </ul> </li> </ul> <p><i>Note: The course can be customized to cater to the needs of the organization to improve auditors' skills and competency</i></p>	20-25
22. Training for Management Representatives	1	<ul style="list-style-type: none"> <li>• Management Representative Roles and Responsibilities</li> <li>• Documentation and Cascading the Management System Requirements</li> <li>• Performance Monitoring</li> <li>• Managing the Internal Audit</li> <li>• Organizing and Preparing for Management Review</li> </ul>	5-10
23. Workshop on Risks and Opportunities Assessment	1	<ul style="list-style-type: none"> <li>• Concepts, Terms and Definition</li> <li>• The Risk-based Approach</li> <li>• Workshops:               <ul style="list-style-type: none"> <li>– Identification of Risks and Opportunities</li> <li>– Risks and Opportunities Assessment</li> <li>– Identifying and Planning of Controls</li> </ul> </li> </ul> <p><i>Note: The workshop can be customized to cater to the management system standard of the company, i.e., QMS, EMS, OHSMS, IMS, etc</i></p>	25-35

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24. Orientation on HACCP	1	<ul style="list-style-type: none"> <li>• Food and Safety Concepts</li> <li>• HACCP Prerequisite Programs</li> <li>• Five Preliminary Steps</li> <li>• Seven HACCP Principles</li> </ul>	25-35
25. Orientation on Greenhouse Gas (GHG) Emissions Calculation Tools	1	<ul style="list-style-type: none"> <li>• Basic Concepts, Terms and Definitions</li> <li>• Overview of the GHG Protocol for Corporate Accounting and Reporting</li> <li>• GHG Emission Calculation Tools</li> <li>• Verification and Validation of GHG Information</li> <li>• Workshops               <ul style="list-style-type: none"> <li>– Scopes 1 &amp; 2 GHG Emissions Calculations</li> <li>– Scope 3 GHG Emissions Calculations</li> </ul> </li> </ul>	25-35
26. Workshop on Environmental Aspects Identification and Significance Evaluation (EAISE)	1-2	<ul style="list-style-type: none"> <li>• Environmental Aspects Concept, Terms and Process</li> <li>• Workshops:               <ul style="list-style-type: none"> <li>– Environmental Aspects Identification</li> <li>– Significance Evaluation</li> <li>– Identifying and Planning Controls for Significant Environmental Aspects</li> </ul> </li> </ul>	20-25
27. Workshop on OHS Hazards Identification, Risk Assessment and Control (HIRAC)	1-2	<ul style="list-style-type: none"> <li>• OHS HIRAC Concept, Terms and Process</li> <li>• Workshops               <ul style="list-style-type: none"> <li>– Hazards Identification</li> <li>– Risk Assessment</li> <li>– Identifying and Planning Controls for Critical OHS Hazards and Risks</li> </ul> </li> </ul>	20-25
28. Workshop on EHS Hazards Identification, Risk Assessment and Control (EHS HIRAC)	1-2	<ul style="list-style-type: none"> <li>• EHS HIRAC Concept, Terms and Process</li> <li>• Workshops               <ul style="list-style-type: none"> <li>– EHS Hazards Identification</li> <li>– Risk Assessment</li> <li>– Identifying and Planning Controls for Critical EHS Hazards and Risks</li> </ul> </li> </ul>	20-25
29. Management Control Tools, i.e., APQP, PPAP, FMEA, SPC, MSA, etc.	1-3	<ul style="list-style-type: none"> <li>• Advanced Product Quality Planning (APQP) and Production Part Approval Process (PPAP)               <ul style="list-style-type: none"> <li>– The Fundamentals of the APQP Process</li> <li>– Phases of the APQP Process</li> <li>– Use of the Automotive Tools</li> </ul> </li> </ul>	20-25





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		<ul style="list-style-type: none"> <li>- Role of Control Plan in the APQP</li> <li>- The PPAP Requirements</li> <li>- PPAP- Other Requirements</li> <li>• Failure Mode and Effect Analysis (FMEA)               <ul style="list-style-type: none"> <li>- FMEA Fundamentals</li> <li>- Process Mapping</li> <li>- FMEA Process Sequence</li> <li>- Assessing Severity, Occurrence and Controls</li> </ul> </li> <li>• Statistical Process Control (SPC)               <ul style="list-style-type: none"> <li>- Concepts of Variability</li> <li>- Causes of Variation</li> <li>- Specification Limits vs. Control limits</li> <li>- Attributes Control Chart</li> <li>- Variables Control Chart</li> <li>- Process Capability Analysis</li> <li>- Process Capability vs, Process Performance</li> </ul> </li> <li>• Measurement System Analysis (MSA)               <ul style="list-style-type: none"> <li>- Measurement Systems Concepts</li> <li>- Statistical Properties of Measurement Systems</li> <li>- Measurement System Studies</li> </ul> </li> </ul>	
30. 8D Approach in Problem Solving	1	<ul style="list-style-type: none"> <li>• Problem Solving Concepts</li> <li>• 8D Approach in Problem Solving – Using QC Tools and Techniques               <ul style="list-style-type: none"> <li>- D0: Plan for 8D</li> <li>- D1: Establish the Team</li> <li>- D2: Describe the Problem</li> <li>- D3: Develop the Interim Containment Action (ICA)</li> <li>- D4: Define &amp; Verify Root Cause</li> <li>- D5 Choose &amp; Verify Permanent Corrective Action</li> <li>- D6: Implement &amp; validate Permanent Corrective Action</li> <li>- D7: Prevent Recurrence</li> <li>- D8: Recognize team &amp; Contributors</li> </ul> </li> <li>• Workshops</li> </ul>	25-35
31. Course on Problem Solving: Correction, Root Cause Analysis and Corrective Action	1.5	<ul style="list-style-type: none"> <li>• Corrective Action Requirements</li> <li>• Problem Solving Concepts &amp; Principles</li> <li>• Root Cause Analysis Techniques</li> <li>• Verifying Corrective Action Effectiveness</li> </ul>	25-35





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		<ul style="list-style-type: none"> <li>• 8D Problem Solving Approach</li> <li>• Workshops</li> </ul>	
<b>B. Other Management System-Related and Control Tools Courses</b>			
32. Orientation on Environment-Related Laws and Regulations	1	<ul style="list-style-type: none"> <li>• General Environmental Laws and Regulations</li> <li>• Chemicals and Hazardous Wastes</li> <li>• Air Quality</li> <li>• Water and Wastewater Quality</li> <li>• Revised IRR of RA 9514</li> </ul>	25-35
33. Orientation on Occupational Safety and Health-Related Laws and Regulations	1	<ul style="list-style-type: none"> <li>• DOLE OSH Standards and DOLE DO 198-18, IRR of RA 11058</li> <li>• Industrial Hygiene</li> <li>• Other Safety and Health Laws and Regulations</li> <li>• Revised IRR of RA 9514</li> </ul>	25-35
34. Orientation on Environment, Health and Safety-Related Laws and Regulations	2	<ul style="list-style-type: none"> <li>• General Environmental Laws and Regulations</li> <li>• Chemicals and Hazardous Wastes</li> <li>• Air Quality</li> <li>• Water and Wastewater Quality</li> <li>• Industrial Hygiene</li> <li>• DOLE OSH Standards and DOLE DO 198-18, IRR of RA 11058</li> <li>• Other EHS Laws and Regulations</li> <li>• Revised IRR of RA 9514</li> </ul>	25-35
35. Safe Handling, Storage, Use and Disposal of Chemicals and Hazardous Wastes	1	<ul style="list-style-type: none"> <li>• Chemicals: Uses, Hazardous Characteristics and Operational Controls</li> <li>• Safety Data Sheets: Uses, Controls and Regulatory and Statutory Requirements</li> <li>• Hazardous Waste: Safe Handling, Storage and Disposal, and Regulatory and Statutory Requirements</li> <li>• Emergency Responses to Chemicals and Hazardous Waste</li> <li>• Other Relevant Laws and Regulations</li> <li>• Short Exercises               <ul style="list-style-type: none"> <li>– Familiarization with hazard marks, danger signs and safety instruction</li> </ul> </li> </ul>	25-35



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		<ul style="list-style-type: none"> <li>- Getting Familiar with Your Emergency Responses</li> </ul>	
36. 5S +2 of Good Housekeeping	2	<ul style="list-style-type: none"> <li>• Basics of 5S: Rationale, Definition and Elements</li> <li>• Filing of Documents and Records, and 5S Process</li> <li>• Records Management and 5S Process               <ul style="list-style-type: none"> <li>- Implementing Records Management System and 5S</li> <li>- DOs &amp; DON'Ts of Records Management</li> <li>- Best Practices to Sustain the Program</li> </ul> </li> <li>• The Company-wide Framework and Infrastructure               <ul style="list-style-type: none"> <li>- Responsibilities &amp; Authorities</li> <li>- Alignment and Application</li> </ul> </li> <li>• Managing the 5S Process               <ul style="list-style-type: none"> <li>- Checklists Preparation and Criteria</li> <li>- Conducting 5S Audit</li> <li>- Documentation &amp; Reporting</li> </ul> </li> <li>• Moving Towards the 5S Process               <ul style="list-style-type: none"> <li>- Implementation Steps</li> <li>- Challenges and Pitfalls</li> <li>- Best Practices &amp; Winning Principles</li> </ul> </li> <li>• Continuous Improvement of 7S in the Workplace</li> <li>• Workshops</li> </ul>	25-35

Prepared by:

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