



## **SITAL ADMINISTRATIVE CONSULTANCY**

P.O Box 2255, P.C. 112  
Ruwi,  
Sultanate of Oman  
Website: [www.sitalgroup.com](http://www.sitalgroup.com)  
Mail : [sitaloman@sitalgroup.com](mailto:sitaloman@sitalgroup.com)  
Tel: +968 24469205  
Fax: +968 24600531

## We.

Established in 1978 as Sital Enterprises and restructured to Sital Administrative Consultancy in 1998, to support the Omani & GCC market in Management Consultancy and Training Solutions & Services, Sital has evolved as one of the pioneers in the field with more than 200 clients in GCC throughout its endeavor without compromising on quality and accuracy, and we take pride in our commitment towards excellence.

### Our Vision:

Deliver excellence to all customers and to be the leader in consulting arena.

### Our Mission:

Facilitating and counseling industries and personnel to organizational and process excellence.

#### • Our Services:

##### CONSULTING

- EFQM / Excellence Models
- Business Process Improvement
- Quality- ISO 9001, TQM, Six Sigma
- Health & Safety- OHSA, Risk Assessments
- Environment- ISO 14001, EIA, QRA
- Society – CSR, SA 8000
- Food- HACCP, FSMS

##### Training & Development

- Lead Auditor/ Internal Auditor (QMS/ EMS/ OHSAS)
- Six Sigma, QC tools
- Process Management
- HSE awareness/ Risk Assessments
- CSR & GRI Reporting
- GMP, HACCP.

Sl.No	Training Topic	Duration	Participants (min-max)
1	Measurement System Analysis	02 days	5-15
2	Kaizen	01 day	5-25
3	QC tools	02 days	5-25
4	Statistical Process Control	02 days	5-25
5	FMEA	01 day	5-25
6	5S	01 day	5-25
7	Process Mapping / Value Stream Mapping with Lean basics	01 day	5-25
8	Six Sigma Yellow Belt	02 days/ 15 hrs	3-20
9	Six Sigma Green Belt**	05 days/ 40 hrs	3-20
10	Internal Auditor (QMS/ EMS/ OHSAS)**	02 days	5-25
11	Lead Auditor (QMS/ EMS/ OHSAS)**	05 days	5-25