

This Course is certified by the IRCA & Satisfies the formal Training Requirement for Individual Seeking Registration under IRCA Scheme.



COURSE OBJECTIVE:

This course aims to provide you with the opportunity to learn about the subject of auditing of quality management systems, specifically those based on the ISO 9001 family.

At the end of the course, participants will learn about:

- Purpose of Quality Management System, Principle of Quality management, Purpose contents and interrelationship of ISO 9000, ISO 9001, ISO 9004 and ISO 19011.
- Interpretation of ISO 9001 requirements in the context of an audit.
- Roles & Responsibilities of Auditors & Lead Auditors.
- Planning and conducting of an audit in accordance with ISO 19011.
- Reporting of an audit, including writing valid, factual and value adding non conformity reports.
- Undertaking audit follow-up activities, including evaluating the effectiveness of corrective action.
- Role of Accreditation body.

INTRODUCTION:

Organization have to identify, plan & establish systems that directly affect the quality of the product or services and ensure that these process are carried through under controlled conditions both effectively and efficiently. ISO 9001:2008 QMS is an ideal tool which provides the means for the systematic analysis of all these aspects of an organization's quality management system to determine the extent and effectiveness of the management control. A good operating quality system can be seen as an action plan for what to do to prevent variations on products and services. Effectively implemented systems & processes will, therefore, be a tool for the organization to reduce the cost of non-quality.





ISO 9001:2008 Quality Management System Auditor/Lead Auditor Program

COURSE CONTENT:

Day One

1. Course introduction
2. Management system - why and what?
3. Why, and what is an, Audit?
 - Types of audit
 - What makes an audit meaningful?
 - Outputs of audits
 - Audit process
 - Roles and responsibilities
4. Risk management through process approach

Day Two

1. ISO 9001:2008 - Purpose and Requirements.

2. Plan an audit

Day Three

1. Plan an Audit continued
 - Presentation and discussion on checklists and Audit Plans.
2. Conduct an Audit
 - Opening Meeting simulations
 - The importance of communication
 - Start audit simulations

Day Four

1. Complete audit simulations.
2. Report and Follow up
 - Audit findings
 - Audit report
 - Closing meeting simulations
3. Reflection preparation

Day Five

1. Participant reflection exercises
2. IRCA Exam (2 hours)
3. Course conclusion, reflection and personal Action plan

WHO SHOULD ATTEND?

This course satisfies the training requirements for those who wish to register as a lead auditor with the IRCA. It is also essential for any serious quality practitioner, particularly those with a responsibility to design, implement and manage a quality management system that meets the requirements of ISO 9001:2008. Other people who have found this course useful in the past have been internal quality auditors who have been looking to enhance their quality auditing knowledge and skills, and those looking to achieve formal recognition for the skills and knowledge that they possess.

CERTIFICATE:

Delegates successfully completing the course, including examination, will be awarded an IRCA registered certificate.



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