

Quality Management Systems (QMS) Auditor/ Lead Auditor

How to Carry Out Professional Management System Audits

Course Description

Professional audits require competent, well lead teams. This comprehensive course, run by registered lead auditor(s) provides practical training to acquire the skills to audit effectively. The course fully meets the training requirements for IRCA registration as an auditor and lead auditor.

Who Should Attend

The course is designed for quality professionals who are required to audit suppliers. It is also suitable for auditors carrying out internal audits. Others who will benefit from the course are people who manage quality or procurement within their organisations and who will gain from understanding the quality audit process.

Benefit to Your Business

The main benefits are:

- ✓ The capability to do effective audits of your supply chain and to make the correct purchasing decisions
- ✓ The knowledge that your management systems are being effectively audited

Course Structure

The course is structured around a series of practical build-up modules (see Fig 1) which cover:

- ISO 9001: 2000 and its application to a wide range of manufacturing and service organisations
- The international guidance for auditing quality management systems – ISO 19011
- Planning an audit including document review, preparation of checklists and audit plans
- Carrying out an audit using case study and role play techniques
- Analysing and reporting the audit findings, and rating them in order of significance
- Determining the effectiveness of corrective and preventive actions

We use the latest **accelerated learning** techniques throughout the course. These have been proved to considerably improve knowledge retention.

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Extras we provide

In addition to a very comprehensive set of course notes we provide:

- **Free** ISO in A Nutshell – a plain language guide to ISO 9001 with each clause
Also mind-mapped – ideal for providing awareness training for staff
- **Free** Checklist blank forms
- **Free** Non-conformity and Improvement forms
- **Free** Audit programme proforma * for planning one and multi-day audits
- Post course audit support – supervised audits and assistance for people who want to go onto IRCA registration (at extra cost)

Cost

The course is 5-days and the fee of £ 840 + VAT includes refreshments, lunch and course notes.

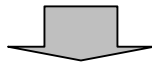
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FIGURE 1 ~ COURSE STRUCTURE

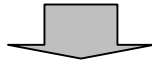
DAY 1

- **Instruction and practical exercises on the ISO 9000: 2000 series and ISO 19011 - auditing using accelerated learning.**
- **Preparation for auditing**



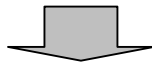
DAY 1 & DAY 2

- **Case Study Company document review & report to management**
- **Preparation of audit plan and ISO 9001: 2000 checklists**
- **Opening Meeting**



DAY 3

- **Audit of a case-study Company. Interactive audit (tutor(s) play auditees) of the business processes.**
- **Preparation of the audit report**
- **Closing meeting and presentation of findings**



DAY 4 & DAY 5

- **Surveillance activities**
- **Mock examination & feedback**
- **The route to IRCA registration**
- **Revision and examination**