

IRCA UK APPROVED ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) AUDITOR/LEAD AUDITOR TRAINING PROGRAM

TRAINING CONTENT	
INTRODUCTION	<ul style="list-style-type: none"> • IRCA and the Auditor Registration Scheme • Auditor Codes of Conduct
AN OVERVIEW OF QUALITY MANAGEMENT	<ul style="list-style-type: none"> • Standards, Principle and Definition • Accreditation, Certification and type of Audit • Purpose of Annex SL <p><i>Exercises and Group Discussion on above</i></p>
THE REQUIREMENTS OF ISO 9001 EXPLAINED	<ul style="list-style-type: none"> • Scope Exclusion • Context of organisation • Leadership • Planning • Resources – Infrastructure, Environment for operation and Monitoring & Measurement • Competence, Awareness & Communication • Documented Information • Operation planning & Control • Designing & Development • Performance Evaluation • Improvement <p><i>Exercises and Group Discussion on above</i></p>
QUALITY AUDITING	<ul style="list-style-type: none"> • What is an Audit and why are Audits necessary? • The Audit Process • Auditing in relation to the “Process approach” • ISO 19011 and auditor competence <p><i>Exercises and Group Discussion on above</i></p>
THE ASSESSMENT PROCESS	<ul style="list-style-type: none"> • Initial Contact • Pre-Assessment Visits

	<ul style="list-style-type: none"> • Document Review • Initial Preparation • Development of the Assessment Schedule • Communication • Detailed Planning • The On-Site Assessment • Opening Meeting • Audit Conduct • Evaluating Results • Closing Meeting • Corrective Action • Formal Report • Follow-Up and Surveillance Visits <p><i>Exercises and Group Discussion on above</i></p>
<p>AUDIT TOOLS & TECHNIQUES</p>	<ul style="list-style-type: none"> • Detailed Planning & Check List development • Searching for Evidence • Conducting Interview and Asking Questions • Auditor and Auditee Tactics • Recording the Results <p><i>Exercises and Group Discussion on above</i></p>