

# ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS AUDITOR/LEAD AUDITOR TRAINING COURSE

(Course Registration No - A18034)

## Training Content

<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>▪ IRCA and the Auditor Registration Scheme</li> <li>▪ Auditor Codes of Conduct</li> </ul>	<p><b>2. An overview of Quality Management</b></p> <ul style="list-style-type: none"> <li>▪ Standards, Principle and Definition</li> <li>▪ Accreditation, Certification and type of Audit</li> <li>▪ Purpose of Annex SL</li> </ul>
<p><b>3. The Requirements of ISO 9001 Explained</b></p> <ul style="list-style-type: none"> <li>▪ Scope Exclusion</li> <li>▪ Context of organisation</li> <li>▪ Leadership</li> <li>▪ Planning</li> <li>▪ Resources – Infrastructure, Environment for operation and Monitoring &amp; Measurement</li> <li>▪ Competence, Awareness &amp; Communication</li> <li>▪ Documented Information</li> <li>▪ Operation planning &amp; Control</li> <li>▪ Designing &amp; Development</li> <li>▪ Performance Evaluation</li> <li>▪ Improvement</li> </ul>	<p><b>4. Quality Auditing</b></p> <ul style="list-style-type: none"> <li>▪ What is an Audit and why are Audits necessary?</li> <li>▪ The Audit Process</li> <li>▪ Auditing in relation to the “Process approach”</li> <li>▪ ISO 19011 and auditor competence</li> </ul>
<p><b>5. The Assessment Process</b></p> <ul style="list-style-type: none"> <li>▪ Initial Contact</li> <li>▪ Pre-Assessment Visits</li> <li>▪ Document Review</li> <li>▪ Initial Preparation</li> <li>▪ Development of the Assessment Schedule</li> <li>▪ Communication</li> <li>▪ Detailed Planning</li> <li>▪ The On-Site Assessment</li> <li>▪ Opening Meeting</li> <li>▪ Audit Conduct</li> <li>▪ Evaluating Results</li> <li>▪ Closing Meeting</li> <li>▪ Corrective Action</li> <li>▪ Formal Report</li> <li>▪ Follow-Up and Surveillance Visits</li> </ul>	<p><b>6. Audit Tools &amp; Techniques</b></p> <ul style="list-style-type: none"> <li>▪ Detailed Planning &amp; Check List development</li> <li>▪ Searching for Evidence</li> <li>▪ Conducting Interview and Asking Questions</li> <li>▪ Auditor and Auditee Tactics</li> <li>▪ Recording the Results</li> </ul>