

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

TRAINING CONTENT	
<b>INTRODUCTION</b>	<ul style="list-style-type: none"> <li>• IRCA and the Auditor Registration Scheme</li> <li>• Auditor Codes of Conduct</li> </ul>
<b>AN OVERVIEW OF QUALITY MANAGEMENT</b>	<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><i>Exercises and Group Discussion on above</i></p>
<b>THE REQUIREMENTS OF ISO 9001 EXPLAINED</b>	<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><i>Exercises and Group Discussion on above</i></p>
<b>QUALITY AUDITING</b>	<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><i>Exercises and Group Discussion on above</i></p>
<b>THE ASSESSMENT PROCESS</b>	<ul style="list-style-type: none"> <li>• Initial Contact</li> <li>• Pre-Assessment Visits</li> <li>• Document Review</li> </ul>

	<ul style="list-style-type: none"><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><i>Exercises and Group Discussion on above</i></p>
<b>AUDIT TOOLS &amp; TECHNIQUES</b>	<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> <p><i>Exercises and Group Discussion on above</i></p>