

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 • Document Review

	<ul style="list-style-type: none">• 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>
AUDIT TOOLS & TECHNIQUES	<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>