



A02172

## **ISO 9000 Series Auditor/Lead Auditor Training Course (5 Days) IRCA A17059**



### **Overview**

- The course is certified by the International Register of Certificated Auditors (IRCA Course Number A17059).
- This course is designed to provide trainees with the opportunity to practice each stage of audit from initial contact, through system review, planning, preparation, audit conduct, reporting and follow-up, using ISO 9001 as the base standard for training

### **Summary of Course Features**

This training course has a strong bias towards practical learning. After an initial introduction to Quality principles and the ISO 9000 series course focuses on a 'live' audit of a simulated company. Feedback on performance is given and encouraged at each stage to facilitate learning. Specific features of the course and supporting administration include:

- the training focuses on the key elements of ISO 9001:2008 including process management, measurement and improvement.
- highly practical and interactive training
- we use 'live' audit sessions, not written case studies
- the course is non-technical and is suitable for people from all backgrounds
- course results are guaranteed within one week
- high first time pass rate
- flexible programme, to suit your needs
- post-training development options
- comprehensive notes package for each participant
- experienced and practicing IRCA registered Lead Auditors
- we train auditors to contribute effectively to systems improvement.



### **Course Tutors**

Our courses are delivered by MFQ's experienced trainers, all of whom are also qualified, experienced and practicing IRCA Registered Lead Auditors.

## Learning Objectives

By the end of the course, trainees will be able to:

- Describe the purpose of a quality management system and explain the eight principles of quality management.
- Explain the purpose, content and interrelationship of ISO 9000, ISO 9001, ISO 9004 and ISO 19011.
- Interpret requirements of ISO 9001 in the context of an audit.
- Describe the roles and responsibilities of auditors and lead auditors.
- Plan and conduct an audit in accordance with ISO 19011 demonstrating the ability to:
  - plan and prepare effectively
  - gather objective evidence, through effective interviewing, observation, sampling and note taking
  - analyse and interpret information in order to determine conformance with requirements
- Report the audit, including writing valid, factual and value-adding nonconformity reports
- Undertake audit follow-up activities, including evaluating the effectiveness of corrective action.

## Course Content

In summary, the topics covered on the course include:

- **IRCA Auditor and certification scheme** - registration process, code of conduct
- **Introduction to Quality Assurance ISO 9000 series** - underlying principles
- **ISO 9000 and its requirements** - aims, structure, content, use
- **Audit Preparation** - audit planning, document review and preparation techniques
- **Audit Techniques** - audit trails, audit interviewing and evidence gathering
- **Audit Reporting** - nonconformities, observations, categorisations, corrective action programmes, closing meeting and written report
- **Audit Follow-up Surveillance and & Close out** - verification of corrective actions

Successful completion of this IRCA certified ISO 9000 Series Auditor/Lead Auditor Training course will satisfy the training requirements for IRCA certification to all grades of Quality Management Systems Auditor.

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