Managing for Quality Ltd
CQI and IRCA Approved Training Partner

Internal QMS Auditor Training Course

(2 days)

IRCA Course No. 2991

CQI IRCA APPROVED TRAINING PARTNER 01180277

CQI IRCA CERTIFIED COURSE 2991

Course Overview

The course is certified by the Governing Board of the IQA CQI and IRCA and in addition to the successful completion of a 1 day Foundation Course (or accepted alternative such as on the job knowledge) satisfies the auditor training requirements for individuals seeking certification as an Internal Auditor under that scheme.

Summary of Course Features

The course is certified by CQI and IRCA (Course Number 2991). Specific features of the course and supporting administration include:

- CQI and IRCA approved training
- certificates issued within one week of course conclusion
- highly interactive and participative training
- the course focuses on using audit as an improvement tool in line with ISO 9001:2026 philosophy
- programme flexibility
- options for further 'practical' days and auditor development workshops

Learning Objectives

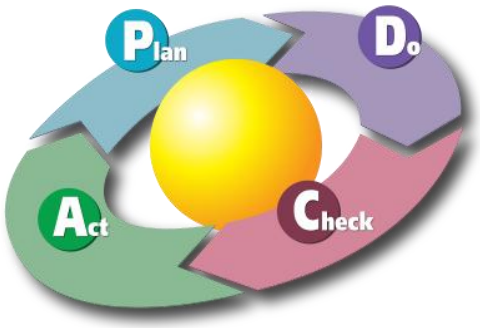
By the end of the course, trainees will be able to:

Understand: the underlying principles of quality management; how quality systems are structured; audit process and use of techniques

Have practised: every aspect of an internal audit

Have received: continuous assessment; feedback on performance

Be capable: of adding value through audit words



Course Content

- Introduction to Quality Assurance
- ISO 9000 content and interpretation
- Audit Preparation (*developing audit plans, checklists and information gathering*)
- Audit Techniques (*various audit trails*)
- Reporting
- Nonconformities and Corrective Action Programmes - (*identifying trends*)
- Audit Follow-up and Close out
- The course includes practical exercises on:
  - *audit preparation*
  - *live auditing*
  - *recommendations for improvement*
  - *corrections and corrective actions*
  - *nonconformity reporting*
  - *corrections and corrective actions*

Prior Knowledge

a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle.
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement.

b) Quality management

- The fundamental concepts and the seven quality management principles (see ISO 9000):
- Customer focus, Leadership, Engagement of people, Process approach, Improvement, Evidence-based decision making, Relationship management. The relationship between quality management and customer satisfaction.

c) ISO 9001

Knowledge of the requirements of ISO 9001 and the commonly used quality management terms and definitions, as given in ISO 9000, which may be gained by completing a CQI and IRCA Certified QMS Foundation Training course or equivalent.

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