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IRCA QUALITY MANAGEMENT SYSTEMS AUDITOR/LEAD AUDITOR TRAINING

IRCA Reg. No. A18021 (5 DAYS)

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OVERVIEW

- This course meets the **International Register of Certificated Auditors** Criteria, IRCA/2245.
- This course equips delegates with **knowledge and skills** required to perform first, second and third party audit of management systems against **ISO 9001**, in accordance with **ISO 19011**.
- Students who successfully complete this *ISO 9000 Series auditor/lead auditor course* certified by IRCA will satisfy the training requirements for initial certification as an *IRCA QMS 2000* auditor.

LEARNING OBJECTIVES

- Understand the purpose of a **“Process Approach” Quality Management System**, the content and interrelationship of ISO 9000, ISO 9001, ISO 9004 and ISO 19011 and the application of the **8 Quality Management Principles** in the ISO 9001 QMS Model.
- Correctly interpret the **ISO 9001** requirements, the assessment requirements & methodologies.
- How to **plan, prepare, perform and report “Process Approach” & “PDCA” Approach QMS audits** including ability to collect and analyze evidence, exercise objectivity and make decisions on the significance of observation made in accordance to relevant audit criteria.

WHO SHOULD ATTEND

- Delegates with some understanding of the content, application, development and implementation of the ISO 9001 series of standards and who wish to subsequently practice as a QMS auditor.
- Management Representatives, internal Auditors, 2nd party & 3rd party auditors who are responsible to provide “value added” QMS audit to enable Continual Improvement.

Summary of Course Features:

- **IRCA(UK) Approved Course**
- **“Accelerated Learning Approach” with stimulating and enriching workshops/case studies activities**
- **“Workshop-based training” with Comprehensive Course Notes & industrial examples**
- **Award IRCA Certificate of Successful Completion and Attendance**

COURSE CONTENTS

- Introduce the **purpose and benefits of a Quality Management System, evolution of the ISO 9001** series of standards, the continuing development process of these standards and key ISO 9001 related **concepts and terminology**.
- The **8 Quality Management Principles**, their application and potential benefits.
- Explain the structure, purpose, **content and interrelationship of ISO 9000, ISO 9001, ISO 9004 and ISO 19011** and the difference between **auditable standards** and **guidance documents**.
- Discuss and explain the **requirements of the ISO 9001** on a **clause-by-clause** basis, and its relationship with **ISO 9004** and the **8 Quality Management Principles** to enhance understanding.
- Explain the **value of documentation**, the **documentation flexibility** and **circumstances of exclusion** of the ISO 9001 requirements and the **Process-based Quality Management system Model**.
- Describe the **certification/registration and accreditation processes**, types of audits (**1st, 2nd and 3rd party**) and the differences between **legal compliance** and **conformance with ISO standards**.
- How to develop and use **key audit tools** like Matrix of Requirements, Process Approach Audit Checklist & Audit Plan, CAR to **enable “value added” QMS audit**.
- How to **plan and prepare, conduct, report and follow-up** QMS audits based on the **“Process Approach” & “PDCA” audit Trail**. Discuss various **Audit Methodology, Audit Psychology, Questioning Techniques, Roles and Responsibility** to collect and analyze evidence, exercise objectivity and make decisions on the significance of findings made in accordance to relevant audit criteria.
- **Local requirements, culture, practices or approaches** to auditing and the application of ISO 9001, as appropriate for each country in which the course is being presented.
- Outline **IRCA Auditor Certification** requirements.
- **Key Features used in the latest IRCA’s “Accelerated Learning Approach” to optimise learning cycle : pre-course e-introduction module, animations, graphics, sounds & music, practical industrial examples, quizzes & sample outputs, live audit/simulated audit & practical workshops**

“Discuss and explain the requirements of the ISO 9001 on a clause-by-clause basis, use ISO 9004 and the 8 Quality Management Principles, where appropriate, for illustration and to enhance understanding”

Practical Guides on how to plan, prepare, conduct, report and follow-up QMS audits based on the “Process Approach” & “PDCA” Approach

COURSE TUTORS

- IRCA Reg. Lead Auditor/Auditor and IQCS approved Lead Tutors/Tutors who are highly qualified professional graduates, experience in the automotive industry, field of QA, Environmental, OHS and familiar with local environment.