

This five day training programme focuses on the principles and techniques that are required to effectively lead audits of quality management systems.

#### Introduction

The ISO9001:2008 standard is seen as a means to improve the overall quality of product and service and existing system arrangements. Internal auditing is one of the fundamental mechanisms for maintaining but also for developing and improving existing working practices within an organisation. This course focuses delegates on the most important attributes of the ISO9001:2008 management system and helps them to understand the role of the auditor in development and improvement of this system.

### Who Should Attend?

This course is essential for those who will undertake and lead quality management system audits, or who will be required to plan, manage and implement an audit programme. It is especially relevant for other management discipline Lead Assessors and 2<sup>nd</sup> Party Assessors/Auditors. The course does not require any past auditing or quality management experience.

## **Course Objectives**

To enable delegates to effectively plan, perform, evaluate and report the results of quality management system audits. To help delegates understand the key attributes of a good environmental management system and the role of the auditor in its continual improvement and development.

### **Course Content**

- Quality management systems
- Principles of Process Management
- Quality Management System Standards (ISO 9001 Series)
- Structure and principles of the ISO9001:2008 standard
- ISO 9001, ISO 19011 and ISO 17021 where appropriate
- Continual improvement process
- Certification & verification
- Auditor skills and registration
- · Audit planning, execution and reporting
- NCR's and categorisation
- Audit case study and role-play

#### What Are The Benefits?

Successful delegates will be equipped with the technical skills and knowledge required to lead audit, plan, conduct and report on quality management system/s effectively.

# Style of Delivery

The course involves a balanced combination of presentation and exercises to achieve the course objectives. Course leaders are trained in the field of quality management systems

## Certification

Delegates successfully completing the course will be awarded a certificate.