

Quality Management Systems Auditor | Lead Auditor Training Course

(Reg.No.A17428)

(Course Code: TQ6)



Accredited
Certification
Int'l Ltd.

A COURSE TO FAST CAREER SUCCESS!

Introduction

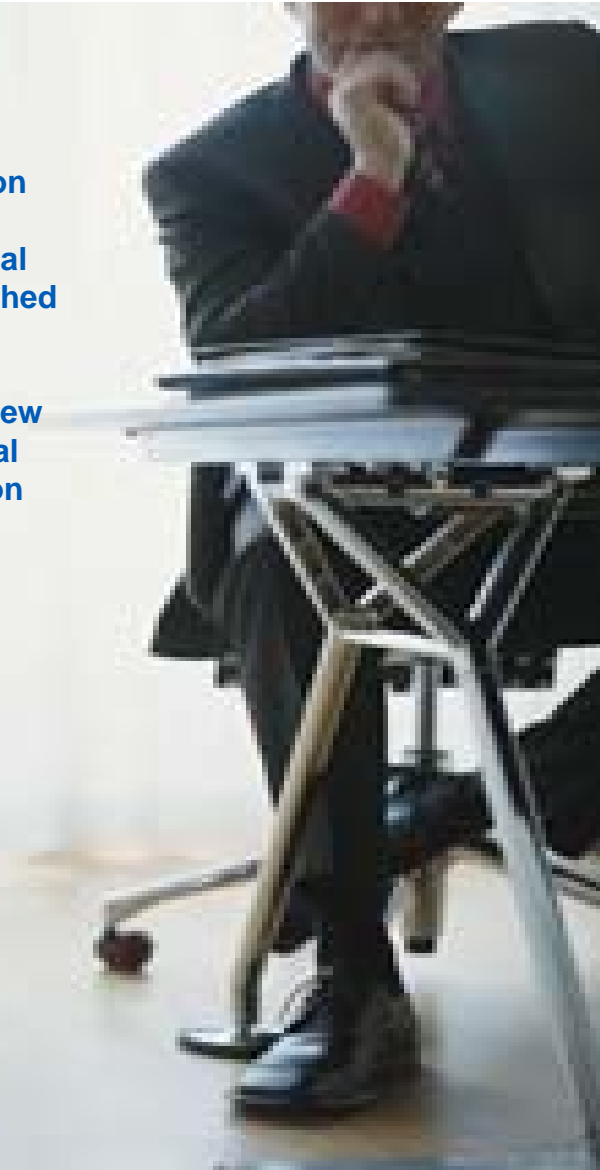
This intensive course is registered by the IRCA Registration Governing Board and satisfies part of the formal training requirements for individuals seeking registration under the IRCA Auditor Registration Scheme. This course enables individuals to undertake effective internal or external management system audits in a professional manner, as well as understand the requirements of a management system established in accordance with the requirements of ISO 9001:2008.

The course will provide a balanced view from both auditor and auditee points of view through short tutorial session with interactive feedback, extensive use of individual and group exercises, simulated audit/role play; as well as workshop and discussion groups.

Objectives and Achievements

By the end of the course successful students will be able to :

- Describe the purpose of a quality management system and explain the 8 principles of quality management.
- Explain the purpose, content and interrelationship of ISO 9000, ISO 9001 and ISO 9004.
- Explain the role of an auditor to plan, conduct, report and follow up a quality management system audit in accordance with ISO 19011.
- Plan, conduct, report and follow up an audit in accordance with ISO 19011 and by interpreting ISO 9001.



Who Should Attend?

- ~ Anyone responsible for carrying out or leading teams of auditors for internal or external audits
- ~ All levels of company employees as well as independent consultants
- ~ Anyone wishing to register with IRCA as an auditor and those personnel wishing to perform second or third party audits.

Course Contents

Quality Management & ISO 9000 Systems	Audit team selection
Quality Systems Certification	Development and use of Audit Check Lists
ISO 9000:2008 in detail	Searching for Evidence of compliance
The Auditor Registration Scheme	Psychology of audit and assessment
1 st , 2 nd & 3 rd Party Assessment practice	Recording and reporting audit results
Audit theory and practice	Writing non-conformity statements
ISO 19011 Guidelines for Auditing Quality Systems	Audit report writing
The Assessment Process	Evaluating Audit & Assessment result
How to conduct Opening & Closing meetings	Audit close out, follow up and surveillance
Effective Assessment and Audit Planning	Roles & relative responsibilities of Auditors & Lead Auditors





Course Certificate

Participants who successfully complete this course and pass the examination will be awarded a certificate which may be used in support of an application to be registered as an Auditor or Lead Auditor with the CQI International Register of Certificated Auditors.

Language

Cantonese
(Supplemented with English Handout and Examination Paper)

Course Duration

5 Days (40 Hours including a 2-hour examination)

[Welcome any requested dates]

Some evening work is required.

Venue

ACI Learning Centre, Hong Kong

Course Code & Fee

Course Code : TQ6

(Daily Refreshment and Course Materials are included)

Lunch is not included. Please advise us in advance if you have any special requirements.

Dress code: smart casual



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