QUALITY MANAGEMENT

ISO 9001:2015 Lead Auditor Course QMS

An informative and interactive course that teaches delegates the knowledge and skills required to conduct audits of a Quality Management System (QMS) against ISO 9001:2015. Delegates will learn how to plan, lead and report internal, supplier and external audits.

> 5 days **-** 08.45-18.15 (13.00 finish on last day)

> CQI and IRCA training level **-** Professional

> CQI and IRCA ref **-** PR328 (ATP number 18077)

Who should attend this course?

- Any new or existing auditors that wish to be able to conduct 1st party (internal), 2nd party (supplier) and 3rd party (external) audits of a quality management system (QMS) that conforms to ISO 9001:2015.
- Anyone planning, managing or implementing an ISO 9001:2015 quality management system.
- Staff/managers who need to identify gaps in the effectiveness of a quality management system to help ensure the organisation remains compliant.
- This course satisfies the training requirement for anyone wishing to register as an Auditor with IRCA (International Register of Certified Auditors).

Prior knowledge requirements - anyone attending this QMS Lead Auditor course must have prior knowledge of ISO 9001:2015. It is highly recommended that delegates attend our ISO 9001:2015 Foundation course beforehand to gain this knowledge (we offer a £50 discount when booking both courses together).

What will delegates learn on this course?

- Purpose of a Quality Management System
- The audit process and types of audit
- Audit scope, criteria and objectives
- Role and responsibilities of an ISO 9001 Lead Auditor
- Planning, preparation and management of audits
- The opening meeting
- Checklist development
- Document review
- Conducting and leading audit activities
- The closing meeting
- Reporting audit findings
- Following up on a previous audit
- Interviewing skills
- Team Leader skills

ISO 9001:2015 specifically requires personnel to be competent – this course provides essential skills and knowledge to help delegates become fully competent auditors.

What is the format of this course?

- Training combines tutor-led sessions with individual and team-based exercises (approx. 25% theory and 75% practical). This course includes extensive use of a case study to enable skills to be developed.

What is the course assessment?

- Delegates will be assessed on their participation and general performance during the course, including any interactive exercises, activities, case studies and audit simulation.
- 100% course attendance is required (a CQI and IRCA rule).
- After the course, delegates must complete an ISO 9001 Lead Auditor exam (a 1-hour 45-minute online e-assessment with multiple choice questions). This can be completed on a date/time convenient to each delegate but must be within 30 days of the course (a CQI and IRCA requirement). For best results, taking the exam as soon as possible after the course is recommended. A webcam, microphone and speakers are required for the e-assessment.

What certificate is provided?

- A CQI and IRCA certificate.

What is included in the course fee?
- Pre-course work to help prepare for training (Training Toolkit)
- Delegate training manual
- Case Study documents
- Post-course notes
- CQI and IRCA certificate
- Lunch and refreshments (applicable when training at one of our venues)

This course has the following learning styles available:

In-house
team training

Traditional
Classroom

Scheduled
public course

Live Virtual
Classroom

Why choose Batalas?

Founded in 1962, we have over 60 years' experience providing specialist consultancy and training in ISO/AS Management Systems.

"The trainer was good. He knew his stuff inside out and was able to respond very effectively giving praise and acknowledgement when needed, and encouraged exploration so that we came up with the correct answers when we were not quite there."

Levon Stephan - DEFRA

ISO 9001 Lead Auditor