

IRCA CERTIFIED QUALITY MANAGEMENT SYSTEMS ISO 9001:2000 AUDITOR/LEAD AUDITOR TRAINING COURSE

BUSINESS EDGE IRCA COURSE REGISTRATION NUMBER: A17133

This course meets the training requirements for individuals seeking registration as an Auditor/Lead Auditor under the IRCA QMS 2000 Auditor Certification Scheme



WHO SHOULD ATTEND?

- Quality Professionals
- Quality Managers
- Quality Technicians
- Procurement Personnel
- Financial Personnel
- Quality Professionals
- Quality Engineers
- Document Controllers
- Internal Auditors
- Owner Managers

AIMS OF THE COURSE

At the end of this course Delegates shall be able to:

- Understand the philosophy, concepts, and benefits of a Quality Management System
- Explain the purpose and intent of the ISO 9001:2000 series of standards
- Understand the requirements of ISO 9001:2000
- Conduct process based audits in accordance with ISO 19011:2002 and ISO/IEC 17021:2006
- Planning an Audit
- Gathering evidence through observation, interview and sampling of documents and records
- Write objective and verifiable audit findings (Non Conformities and Improvement Requests)
- Conduct audit follow-up to verify the effectiveness of corrective actions
- Understand the importance and benefits of improving auditor performance

BENEFITS

This course will enable you to:

- Accelerate your professional skills and find out what is new in the Quality and auditing field
- Develop the ability to improve audit performance
- Audit with much more success and less stress
- Put the joy back in to your work
- Make a bigger difference and reach more clients
- Enjoy rave reviews for your work
- Obtain a network directory of participants
- Enjoy an affordable, in-depth programme

WHAT MAKES THIS COURSE SO UNIQUE AND SO EFFECTIVE?

This course is more than a “gold-rush” of knowledge and techniques. Compared to traditional taught course it utilizes the accelerated learning approach to ensure delegates and potential Auditor(s) have both the technical competence and confidence to conduct audits to a higher standard.

ALL COURSES ARE TAUGHT BY LEADING EXPERTS/PRACTITIONERS

Unlike many training companies who train a prepackaged programme with Tutors with only limited audit experience, this course is taught by Tutors who bring a wealth of hands on practical auditing and implementation experience, together with a background in training and education and accelerated learning. Business Edge approved Tutors have trained thousands of people in management systems auditing. When you attend this course, you're taking advantage of all their experience and wisdom.

NO "FACTORY" APPROACH

This is not a mass produced, assembly line course. It is personalised and tailored to the needs of each audience.

WHAT'S INCLUDED ON THE COURSE

- Comprehensive Course Manual
- Use of the ISO 9001:2000 Standard and reference material during class
- Expertise and Wisdom of Tutor (s)
- Free online support during and following the course
- Delegates who successfully complete the course will receive an IRCA recognised digital training certificate
- Refreshments and Light Lunch

COURSE DURATION

The course is 5 days in duration (40 hours)

IRCA ACCREDITATION

This is a learning solution consisting of a five day onsite class. This course is an IRCA Accredited Course

COURSE PROGRAMME

The following topics are covered in this five day highly interactive days :

Day 1

IRCA/Auditor Certification
Introduction to ISO 9000:2000 Series
8 Quality Management Principles
Process Approach including PDCA Cycle
ISO 9001:2000 Requirements

Day 2

QMS Documentation
Customer Satisfaction Identification/Measurement
Process Mapping
Employee Competence
Measurement, Analysis and Improvement
The New Auditing Standard ISO 19011:2002
The Process Approach to Auditing
Auditing Top Management

Day 3

Introduction to Auditing
Audit Planning
Audit Plan Preparation
Checklists
Opening Meeting

Day 4

Gathering Evidence
Interview/Communication Skills
Handling Difficult Situations
Audit Reporting
Final Audit Report
Final Team Meeting
Final Audit Report

Day 5

Closing Meeting
Verification/Follow Up/Audit Reports
Auditor Performance Improvement
Continuous Assessment Report
Course Examination
Course Evaluation

TRANSFORMING AUDITOR TRAINING PERFORMANCE AND ACCELERATED LEARNING TO SPEED AND ENHANCE LEARNING

Considered one of the most meaningful and powerful learning experiences in Quality auditing. This remarkable hands-on, practical auditor training explores both how to audit recognised Quality Management Systems and the specific, practical applications of that knowledge. Through lecture, exercises, role plays, paired sharing and reflection, this programme reveals powerful information, usable skills and action steps. Your skills and abilities as an auditor will undergo a significant evolution as you discover the latest developments in International Standards and auditing techniques and tools combined with practical auditing exercises for optimising any learning environment.

ACCELERATED LEARNING AND YOU

Accelerated learning is the most advanced teaching and learning method available today. It's a total system of enhancing and speeding up both the design and learning process. What makes accelerated learning so effective is that it's based on the way we naturally learn. It does this by actively involving the whole person, using physical activity, creativity, collaboration among learners, variety that appeals to all learning styles, contextual learning with real-world immersion, the creation of a positive physical, emotional, and social environment and other methods designed to get people deeply involved in their own learning.

SOME OF THE MANY QUESTIONS YOU WILL HAVE ANSWERED ON THE WORKSHOP

- How can I enhance my professional qualifications and skills?
- How do I audit top management?
- How do we ensure corrective action is taken in a timely manner and is effective?
- How can I improve my auditing performance?
- How can we justify the financial cost of an internal auditing programme?
- With the constraint of time, how can we ensure our sampling is appropriate to the risks?
- How can I audit in a way that makes a positive difference in the attitude within my organisation?

