



# ISO 9001 QMS Lead Auditor

## Introduction:

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This course will help you develop the knowledge and skill required to conduct a full audit of an organization's quality management system (QMS) to ISO 9001:2015. You'll gain the confidence to effectively audit a QMS in accordance with internationally recognized best practice techniques. Demonstrate your commitment to quality by transforming existing auditor skills to ISO 9001:2015. Consolidate your expertise with the latest developments and contribute to the continuous improvement of the business. You'll grasp the key principles and practices of effective QMS audits in line with ISO 9001:2015 and ISO 19011 Guidelines for auditing management systems. Using a step-by-step approach, you'll be guided through the entire audit process from initiation to follow-up. You'll gain the knowledge and skills required to undertake and lead a successful management systems audit. You'll learn to describe the purpose of an ISO 9001:2015 QMS audit. You'll acquire the skills to plan, conduct, report and follow up a QMS audit that establishes conformity and enhances overall organizational performance.

This course is designed to train delegates in the principles and practices of undertaking quality management system audits. These are in line with the generic guidelines laid down in ISO 19011 and the requirements of the ISO 9001 standard. Participants will also learn the skills and techniques of auditing and how to communicate the findings of the audit effectively to the management of the audited organization. On completion of the course, delegates should also understand the principles of accreditation and certification schemes. The course will feature:

- Introduction to the ISO 9001 standard and its requirements
- Introduction to management systems and the process approach
- General requirements: presentation of the clauses 4 to 8 of ISO 9001
- Implementation phases of the ISO 9001 standard
- Conducting an ISO 9001 audit



## Who Should Attend?

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Managers, Team Leaders, Line Managers, Superintendents, OE Champions, Quality and Project Managers, Supervisors, Executives, Internal and External Auditors, Members of IT Team, Health & Safety Managers, Risk Managers, Business Process Owners, Business Finance Managers, Business Risk Managers, Regulatory Compliance Managers, Project Managers, Continuity, Risk, Quality, IT and Environmental Managers, Anyone involved in the system development, implementation and maintenance, Regulatory Affairs Managers, Consultants, Anyone who is involved in ISO standards, Individuals who have responsibility for conducting external audits either as a single person or in a team. Those who are managing the development and implementation of Quality Management Systems, Anyone who want to enhance his auditing skills and knowledge

## Course Objectives:

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**By the end of this course, delegates will be able to:**

- Understand the philosophy, concepts, and benefits of a quality management system based on ISO 9001
- Be familiar with the requirements of the ISO 9001 Standard
- Understand the purpose, content, and interrelationships of ISO 9000, ISO 9001, ISO 9004, and ISO 19011
- Have the knowledge and skills necessary to conduct second-party (supplier/vendor) or third-party quality management system audits
- Be able to facilitate and manage quality audits performed by accredited certification bodies or registrars
- Understand the implementation of a quality management system in accordance with ISO 9001
- Understand the relationship between a quality management system and compliance with the requirements of different stakeholders of the organization
- Know the concepts, approaches, standards, methods and techniques allowing to effectively manage a quality management system
- Acquire the necessary knowledge to contribute in implementing a quality management system (QMS) as specified in ISO 9001
- Identify the aims and benefits of an ISO 9001:2015 audit
- Interpret ISO 9001:2015 requirements for audit application
- Plan, conduct and follow-up auditing activities that add real value
- Grasp the application of risk-based thinking, leadership and process management
- Access the latest auditor techniques and identify appropriate use
- Build stakeholder confidence by managing processes in line with the latest requirements
- Meet training requirements for IRCA certification



## Course Outline:

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- Introduction to quality management and ISO 9001
- Standard and regulatory framework
- Certification process
- Fundamental principles of quality management
- Audit principles, preparation and launching of an audit
- Fundamental audit concepts and principles
- Audit approach based on evidence and risk
- Initiating the audit
- Stage 1 audit
- Preparing the stage 2 audit (on-site audit)
- Stage 2 audit (Part 1)
- Understand quality management definitions, concepts, and guidelines
- Understand the purpose of the ISO 9000 series
- Understand the requirements of the ISO 9001:2015 standard
- Understand the roles and responsibilities of the auditor
- Apply ISO 19011 definitions, concepts, and guidelines
- Recognize the principles, practices, and types of audits
- Conduct all phases of an internal audit
- Prepare and present effective reports
- Understand the role of objectives, scope, and criteria in the audit process
- How to plan audits
- Implementation phases of the ISO 9001 framework
- Continual improvement of quality
- Conducting an ISO 9001 certification audit
- Conduct audit team selection
- Initiate the audit and conduct opening meetings
- Understand lead auditor responsibilities
- Communicate effectively during the audit
- Prepare audit conclusions
- Conduct closing meetings
- Report audit results