



IRCA certified course # A17323

COURSE DURATION: 5 Days

TRAINING HOURS: 40 hrs

Max. NO. OF TRAINEES: 20

Requirements for successful completion:

To succeed this course, delegates must:

- *succeed the continual assessment throughout the 5 days course duration*
- *Achieve success rate of the written examination.*

Language: English/ Arabic

Tutor: IRCA certified tutor.

Quality Management Systems Auditor/ Lead auditor

Course Description

Learn the concepts of ISO 9001 and how the standard can become a valuable part of your business management system. Through an exciting accelerated learning approach, you will be able to follow the stages in a live audit, including simulated audit interviews and role plays. This course provides an understanding and knowledge of auditing quality management system to third party standards. This course is certified by IRCA (The International Register of Certified Auditors) and meets the training requirements seeking registration as an auditor under the IRCA Auditor Registration scheme.

Course objectives:

By the end of this course you will be able to:

- Understand the ISO 9000 family of standards.
- Learn the process approach and how it impacts auditing practices.
- Learn how to audit requirements of ISO 9001 standard and the auditor's role in the process.
- Plan and manage a process based audit considering resources and timing, use of checklists, selection of audit teams.
- Gain audit skills and learn techniques for:
 - Evaluating, auditing, findings, communicating and presenting audit reports.
- Identify and write nonconformity statements with insight of proposal corrective actions.

Prerequisite:

A pre-course exercise to be answered by the delegates and turned in prior to or at the beginning of the course is required to demonstrate understanding of the ISO 9001 Standard.

Target audience

1. Those who are seeking IRCA certification provisional auditor, lead auditor or business improvement auditor.
2. Anyone who needs to learn about ISO 9001 in order to audit an ISO 9001 QMS.
3. Individuals responsible for implementing the ISO 9001 series of standards.
4. Individuals interested in conducting first-party, second-party and third-party audits.
5. Management representatives, Quality-Managers, Engineers, and Consultants.

Course material & style:

Delegates receive comprehensive course manuals with reference materials, the ISO 9001 and ISO 19011 standard for the guidelines for quality and/or Environmental management system auditing.

Delegate's Certification:

- Successful delegates shall be awarded a certificate of successful completion for assign the written examination and the continual assessment.
- Attendees shall receive a certificate of attendance.

