



ISO 9001 Lead Auditor - International



Your partner
in progress



Course descriptive

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 continual improvement of the organization.

You'll grasp the key principles and practices of effective QMS audits in line with ISO 9001:2015 and ISO 19011:2018 '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. Over 5 days, you'll gain the knowledge and skills required to undertake and lead a successful management systems audit. Learn to describe the purpose of an ISO 9001:2015 QMS audit and satisfy third-party certification. You'll acquire the skills to plan, conduct, report and follow up a QMS audit that establishes conformity and enhances overall organizational performance.

Pedagogical objectives

This course will help you:

- 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
- Understand the arrangements for BSI certification



Skills to be acquired

On completion, successful delegates will have the knowledge and skills to perform first, second and third-party audits of quality management systems against ISO 9001, in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

Knowledge:

Explain the purpose of:

- A QMS
- QMS standards
- Management system audit
- Third-party certification
- Business benefits
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up a QMS audit in accordance with ISO 19011, and ISO/IEC 17021, as applicable

Skills:

Have the skills to:

- Plan
- Conduct
- Report, and
- Follow-up an audit of a QMS to establish conformity (or otherwise) with ISO 9001 and in accordance with ISO 19011, and ISO/IEC 17021, as applicable

Targeted audience

Anyone with the need to audit an organization's ISO 9001:2015 QMS.

Prerequisites

(Essential) You should already have a good knowledge of ISO 9001:2008 requirements, and the key principles of a QMS. If not, we strongly recommend you attend our ISO 9001:2015 Requirements course, or equivalent. It will also help if you have attended an internal auditor course or have experience with conducting internal or supplier audits.



Duration

5 days – 35 hours

Pedagogical, technical and framing means

Course materials including :

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate



Agenda

Day 1

Time	Topic
08:30	Benefits to you, welcome and introductions
	Course aim, objectives, and structure
	KNOWLEDGE
	First, second and third-party audits
	Typical audit activities
	Audit objectives, scopes and criteria
	Audit resources
	Roles and responsibilities and confidentiality
	Audit methods
	Stage 1 audit
	Stage 2 audit
	Audit plan template
	Work documents
	Opening meeting
	Audit evidence
	Effective communication
	Audit findings
	Audit meetings
	Closing meeting
	Audit reports
Audit follow-up	
17:30	End of day 1



Day 2

Time	Topic
08:30	Day 1 review and quiz
	KNOWLEDGE continued
	Purpose and business benefits of a QMS
	Terminology
	Plan-Do-Check-Act
	QMS elements and interactions
	Role of the Auditor
	QMS documentation
	SKILLS
	Initiating the audit
	Document review
	Audit plan
	Work documents
	Opening meeting
	Observations
	Auditing « top management »
	18:00



Day 3

Time	Topic
08:30	Specimen exam: Sections 1 and 2 review
	SKILLS
	Auditing 'top management'
	Auditing 'context of the organization'
	Body language
	Auditing 'planning for the QMS'
	Risks and opportunities
	Auditing the organization's processes (1)
	Auditing the organization's processes (2)
	18:00

Day 4

Time	Topic
08:30	Specimen exam: Section 3 review
	SKILLS
	Auditing the organization's processes (3)
	Nonconformities
	Closing meeting
	Audit report
	Audit follow-up
	Specimen exam: Section 4
18:00	Close day 4



Day 5

Time	Topic
08:00	Receive homework – audit report from student
	Final questions/final revision
	Evaluation
10:30	Introduction/readiness to the exam
	Exam
12:30	End of course

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO);

**Each delegate receives a training convention after enrolment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

*****You can contact us on training.france@bsigroup.com or **01 89 79 00 40**.