

Quality Management Systems Auditor/Lead Auditor



Kursusbeskrivelse: Q83UK

Qualifying training in audit techniques according to the IRCA guidelines – IRCA Reg. No. A17060 – English language

Course aims

This course has been designed to give participants instruction in quality assurance and quality system auditing with access to become IRCA "International Register of Certified Auditors", registered auditor/lead auditor.

Prerequisites for participation

We expect that participants are acquainted with quality management or hold knowledge of audit and ISO9001.

As the course is very intensive we recommend that your company let tasks and telephone conferences etc. be dealt with until after the course, as the course requires 100% participation.

One and a half hours (1.5) of individual follow up and preparation should be allowed for each course day.

Contents

- The role of the auditor
- The audit system
- Quality system documentation
- Audit planning
- Checklists
- The opening meeting
- Business Proces Auditering
- The audit process
- Noncompliance statements
- The closing meeting
- Audit reporting
- Follow-up activities
- Group exercises and case studies based on current and previous audit situations
- Examination in accordance with IRCA regulations.

The course is based on the ISO 9000 series, but the contents also is relevant to other management systems. The course is based on guidelines for the audit of quality and environmental management systems auditing set out in the ISO 19011 standard.

Date & Place

22 - 26 October 2012
Hotel Comwell Middelfart
Karensmindevej 3
DK-5500 Middelfart

Price

DKK 28 100 + Danish V.A.T.
Including course material and accommodation.

Instructors

IRCA-certified Lead Auditors from
FORCE Technology



Training
Organization
IRCA No. A017291

Programme

DAY 1

09.00	Registration Introduction to the course Quality Management Systems Fundamentals Exercise 1 - Case Study Lunch Exercise 1 – Feedback Understanding Business Processes Quality Management Systems Standards and Guidelines Break QMS Requirements (ISO 9001) part 1 & Workshop Break QMS Requirements (ISO 9001) part 1 & Workshop Exercise 2 – ISO 9001 Familiarization
19.15	End of formal sessions
20.00	Dinner
Aftern	Read Case Studies

DAY 2

08.15	Quiz Day 1 Exercise 2 – Feedback Managing Quality – Fundamental Requirements Break Managing Auditing Quality Management System Documentation Audit Planning and Preparation Lunch Exercise 3 – Audit Planning: Part 1 – Preparation Exercise 3 – Audit Planning: Part 2 – Preparation Exercise 3 – Feedback Break Checklists Exercise 4 – Checklists Case study 1 – Introduction Exercise 4 – Tutorial on Checklists (15 minutes per group) Case study 1 – Preparation
19.30	End of formal sessions
20.00	Dinner

DAY 3

08.15	Quiz - day 2 Case Study 1 – Preparation (continued) Case Study 1 – Feed-back Break Case study 1 – Feedback (continued) The Opening Meeting Exercise 6 – The Opening Meeting Lunch Exercise 6 – Opening Meeting Role Play Audit Roles and Responsibilities Audit Investigations Break Process Auditing Recording Nonconformities Exercise 7 – Nonconformities Statements Case Study 2 - Introduction Exercise 7 – Tutorial on Nonconformity Statements Case Study 2 Preparation
19.30	End of formal sessions
20.00	Dinner

DAY 4

08.30	Case Study 2 – Preparation (continued) Break Quiz - day 3 Case Study 2 – Feedback Lunch The Closing Meeting Audit Reporting Corrective Action and Follow-up Break Exercise 9 – Corrective Action and follow-up Exercise 9 – Feedback
17.15	End for formal sessions
19.00	Course Review and Exam Briefing
20.00	Banquet

DAY 5

08.30	Third Party Certification IRCA-Registration of Auditors Break Exercise 10 – Closing Meeting Exercise 10 – Feedback
12.30	Lunch
13.30	Course Critique
14.00	Examination
16.00	Departure

We reserve the right to change the program, if necessary!

Entry

At the latest 30 days before the course to FORCE Technology, Vejen. Tel. +45 76 96 16 00, E-mail: kursussys@force.dk

Further information

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