PERRY JOHNSON, INC.

The World Leader in ISO 9000

QUALITY MANAGEMENT SYSTEMS (BASED ON ISO 9001:2015) AUDITOR/LEAD AUDITOR TRAINING COURSE

Course Length: 5 Days • Cost: $1,695 per person

This course is certified by the International Register of Certificated Auditors (IRCA Course No. A17983) Class size is limited.

Course Objectives: This rigorous five-day course teaches the trainee all of the essential skills and knowledge becoming of a lead auditor. The course is built around a variety of instruction methods, including case studies and a mock audit that will be conducted on the fourth day. The seminar concludes with a final examination. Successful completion of this course is one of several requirements to become a Lead Auditor. Other requirements include academic and practical experience detailed in specific accreditation body documents. The course runs approximately 10 hours per day for four days, plus 5 hours on the fifth day with a two-hour final written examination.

Prior Knowledge Per the requirements of the IRCA, Delegates are expected to have the following prior knowledge:

a) Knowledge of the following management system principles and concepts:

   i. The Plan, Do, Check, Act (PDCA) cycle.
   ii. The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continuous improvement.

b) Knowledge of the following quality management principles and concepts:

   i. The fundamental concepts and the seven quality management principles (per ISO 9000.)
   ii. The relationship between quality management and customer satisfaction.

c) Knowledge of the requirements of ISO 9001 and the commonly used quality management terms and definitions, as given in ISO 9000, which may be gained by completing the ISO 9001:2015 Overview Course offered by PJI.

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Course Outline

Day 1- Critical Knowledge Part 1

A. International Organization for Standardization
B. What goes into Establishing and Maintaining a Quality Management System?
C. Plan-Do-Check-Act
D. Architecture of ISO 9001/Explaining and Defining Key Terms Documented Information (Maintaining and Retaining)
E. 1st, 2nd, and 3rd Party Audits
F. Why do Companies Pursue ISO 9001 (or Equivalent) Certification?
G. Objectives of Auditing
H. Audit Scope/Audit Criteria
I. Ensuring Auditor Competency/Auditor Selection Criteria
J. The Importance of Different Auditing Methods and Techniques

Day 2- Critical Knowledge Part 2

A. Auditors and Lead Auditors
B. Confidentiality
C. Communication throughout the Audit Process
D. The Overall Auditing Process
E. Preparing Audit Activities
F. Preparing for the Stage 2 Audit/Preparing the Audit Plan
G. Preparing the Working Documents
H. Conducting On-Site Audit Activities
I. Guides and Observers
J. Collecting and verifying information (gathering audit evidence)
K. Generating Audit Findings/Preparing Audit Conclusions
L. Preparing and Distributing the Audit Report
M. Completing the Audit

Day 3- Skills Practice Day

A. Audit Planning/Issuing an Audit Plan/ Auditing Processes - Following the Flow
B. Purposes and Application of Documented Information Review
C. Preparing Audit Questions/Audit Working Documents/Purposes of an Audit Working Document
D. Collecting Audit Evidence
E. Nonconformities
F. Recording Nonconformities

Day 4 – Mock Audit

A. Stage 1 Audit – Preparation of Stage 2 Audit Plan
B. Stage 2 Audit Preparation – Development of Audit Questions, Opening Meeting Preparation
C. Opening Meeting
D. Stage 2 Audit
E. Audit Report Preparation, Nonconformity Report Preparation, and Closing Meeting Preparation
F. Closing Meeting

Day 5 – Final Topics/Exam

A. Discussion of Mock Audit Findings and Conclusions
B. Root Cause, Correction, and Corrective Action
C. Auditor Certification Requirements
D. Exam

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