New Distance-Learning Format

QUALITY MANAGEMENT SYSTEMS AUDITOR / LEAD AUDITOR TRAINING COURSE*

(3-day Laboratory)

IRCA CERTIFIED !!

Focus Standard: ISO 9001:2008 with 8 Workshops!

Objective

***This intensive course is certified by the Governing Board of the IQA International Register of Certificated Auditors (IRCA Cert. No. A17020).**

***This training course and certificate of attainment is recognized by RABQSA as equivalent to their QMS Lead Auditor Course (TCD-17)**

Delegates successfully completing this course satisfy the formal training requirement for individuals seeking certification under the IRCA QMS Auditor Certification Scheme.

On successful completion the delegate will know the ISO 9000 Series, be trained Auditors, be competent to audit their own organization, subcontractors and suppliers as Auditors or Lead Auditors, be able to prepare for audits and understand the economic advantages of Quality Management Systems.

Distance-learning techniques are used to maximize delegate knowledge development at the learning pace of the delegate. Participation in the 3-day laboratory is designed to broaden the skills knowledge of system and audit applications.

Persons who should attend this course include:

- Managers introducing Quality Management Systems,
- Personnel who audit within their organization and those of their suppliers,
- Management consultants who need to know more about ISO 9000, and
- Persons wishing to pursue a career as third party IRCA QMS 2000 Auditors and Lead Auditors.

Overview

This new distance-learning format of the Quality Management Systems Auditor / Lead Auditor Training Course offered by Ashbrooke has been developed to provide persons with an alternative to the traditional teaching programmes.

The delegate's development process is simply this:

- The delegate receives materials (Inter-active CD plus a hardcopy of the learning materials),
- The delegate learns/develops through self-study inter-active activities,
- The delegate participates in a 3-day laboratory,
- The delegate is formally evaluated with the IRCA exam at the end of the laboratory.

The key focus issues are:

- Knowledge development through self-determination,
- Skills development through group practice, reinforcement, discussion,
- Theory and applications confirmation through formal IRCA examination.

The course examines and explores:

- ISO 19011:2002,
- Quality Management Principles,
- ISO 9001:2008,
- Quality Management Process Model,
- Quality Objectives, Continual Improvement, Corrective and Preventive Action,
- Audit Process,
- Quality Management System Documentation,
- Checklists,
- Audit Plans,
- Pre-Audit Contact,
- Conformance Audits
- Follow-up and Completion.

Laboratory Content ... See Reverse

Head Office: Ashbrooke Quality Assurance Ltd, 78038 - 3295 Coast Meridian Road, Port Coquitlam, B.C. V3B 7H5
Phone: 604-552-0496 Fax: 604-552-0497 Email: ashbrooke@ashbrooke.com 081115

Laboratory Content

Day 1 (8:30 a.m. – 6:00 p.m.)

8:30 – 9:00 a.m.
General Introductions

Introduction – Laboratory Case Study Requirements

9:00 – 10:30
General Knowledge Review – Discussion of Quality Management Principles / Continual Improvement / Quality Objectives and Targets

10:30 – 10:45
Break

10:45 – 12:30
Part 1 – Conducting a Document Review

12:30 – 1:15
Lunch

1:15 – 3:30
Part 1 – Conducting a Document Review (Continued)
Roundtable discussion

3:30 – 3:45
Break

3:45 – 5:00
Part 2 – Preparing an Audit Plan
Roundtable discussion

5:15 – 5:30
Break

5:30 – 6:00 p.m.
Day 1 Laboratory Wrap-up

Day 2 (8:30 a.m. – 6:00 p.m.)

8:30 – 8:50 a.m.
General Review

8:50 – 10:30
Part 3 – Preparing an Audit Checklist
Roundtable discussion

10:30 – 10:45
Break

10:45 – 12:30
Part 4 – Conducting an Opening Meeting
Roundtable discussion

12:30 – 1:15
Lunch

1:15 – 3:30
Part 5 – Conducting an Interview
Roundtable discussion

3:30 – 3:45
Break

3:45 – 5:15
Part 5 – Conducting an Interview (Continued)
Roundtable discussion

5:15 – 5:30
Break

5:30 – 6:00 p.m.
Day 2 Laboratory Wrap-up

Day 3 (8:30 a.m. – 6:00 p.m.)

8:30 – 8:50 a.m.
General Review

8:50 – 10:30
Part 6 – Preparing an Audit Report
Roundtable discussion

10:30 – 10:45
Break

10:45 – 12:30
Part 7 – Conducting a Closing Meeting

12:30 – 1:15
Lunch

1:15 – 3:30
Part 7 – Conducting a Closing Meeting (Continued)
Roundtable discussion

Part 8 – Follow-Up and Review of Corrective Action
Roundtable discussion

3:30 – 3:45
Break

3:45 – 4:00
Final Instructions

4:00 – 6:00
Final IRCA Examination

6:00 p.m.
Laboratory Close