This course provides the framework to learn the full range of auditing skills that help you become an advocate in your company’s effort to obtain maximum value from your commitment to ISO 9001:2008, 14001:2004, & 18001:2007 standards. Participants will acquire the necessary skills to become a leader in preparing and conducting audits through interactive methods and avoiding lecture based learning.

Who should attend: Any member of an ISO 9001, 14001, & 18001 implementation team, trainers who want an effective method of explaining ISO 9001, 14001, & 18001 to employees or representatives from key functional groups involved in an organization’s QMS, or Individuals who want to become EXEMPLAR GLOBAL certified auditors, those assisting their organizations toward ISO 9001, 14001, & 18001 registration, and anyone responsible for leading an audit.

Participants will gain an understanding of the standards' requirements and intent for the following standards: ISO 9001:2008, ISO 14001:2004, and OHSAS 18001:2007. A successful participant of this course may use the course completion certificate to apply for an internationally-recognized, registered auditor card from Exemplar Global (formerly RABQSA) in any or all of the three standards.

Prerequisites: A series of questions to be answered by the student and turned in prior to or at the beginning of the course is required to demonstrate understanding of ISO 9001:2008, 14001:2002, & 18001:2007.

LEARNING OBJECTIVES
- Apply ISO 19011:2002 Standard on performing audits
- Identify key factors ISO 9001, 14001, & 18001
- Demonstrate understanding Exemplar Auditor Certification Handbook
- Link to Quality Management Principles
- Form an audit team
  - Who needs to be on it
  - Determine roles & responsibilities of each individual
- Conduct an audit meeting
  - Who needs to be there from the audit team
  - Who needs to be there from the organization receiving the audit & Agenda
  - What reports are needed and how to form them
- Documentation
  - What is needed
  - How to organize according to the ISO 19011:2002 Standard
- Nonconformities
  - How to classify, record and resolve
  - How to implement preventive measures to avoid future nonconformities

Requirements for Successful Completion
All 3 of these courses are based on graded evaluations rather than a final exam/test. Each complete course has about 19 graded evaluations. This week-long combination course would involve 31 graded evaluations. The student must do or re-do each evaluation until they have attained a “Competent” grade.