Exemplar
Global Certified ISO 9001:2008
Lead Auditor Training

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. 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 implementation team, trainers who want an effective method of explaining ISO 9001 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 9000 registration, and anyone responsible for leading an audit.

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.

LEARNING OBJECTIVES
• Apply ISO 19011:2002 Standard on performing audits
• Identify key factors ISO 9001
• 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
There are two elements involved in the evaluation and examination for successful completion of participants in this course:
1. The continual evaluation of the student's attitudes, auditing capability, performance as team members when role-playing, and communication skills (performed independently by all instructors involved with the class).

2. A written examination, which covers the content of ISO 9001 and the application of audit principles and practices based on ISO 19011. 75% of the examination grade is based on questions that require short answer responses that test comprehension of the audit process and the application of ISO 9001, and the remainder of the examination grade is based on multiple choice and true/false questions.

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Location: Central Campus
Days: Monday thru Friday
Times: 8a.m. – 5p.m.
Date: Apr 13 - Apr 17, 2015
Cost: $1795 (Material Incl)

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