ISO 9001 Lead Auditor Training Course

ISO 9001:2015 QMS Auditor/Lead Auditor Course (IRCA certified) - 5 day course

Bywater's IRCA approved five-day course develops skills and knowledge of auditing **quality management systems** to third party standards. You will learn to build on the skills of how to plan, structure and conduct a successful audit and subsequently evaluate and communicate the findings.

This intensive, challenging and highly interactive and practical course will enable delegates to:

- Promote their own organisation's performance and identify opportunities for improvement
- Objectively assess a company/supplier against third party standards
- Contribute to the requirements to register as an IRCA Lead Auditor.

*This course is certified by **IRCA** (The International Register of Certificated Auditors) (ref: 17195) and meets the training requirements for individuals seeking registration as a Lead Auditor under the **IRCA** Auditor Registration Scheme. The requirements include an examination and a certificate will be issued on successful completion of the course.*

Suitability - Who should attend?

Bywater's ISO 9001 QMS Auditor/Lead Auditor Course will be valuable for:

- Individuals who want to become Registered Lead Auditors
- Managers involved in leading their companies to ISO 9001:2015 registration
- Personnel involved in conducting Supplier Audits and Assessments
- Those responsible for leading internal QMS audits
- Consultants wishing to demonstrate understanding of auditing principles and practice

Pre-requisites: Familiarity with ISO 9001:2015 is necessary for a full understanding of the principles developed in this course.

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Outcome / Qualification etc.

Key Skills / Learning Objectives:

Through the combination of interactive tutorials, practical workshops, and case studies following the stages of a live audit, Bywater's ISO 9001 QMS Auditor/Lead Auditor Course will enable the delegates to:

- Apply the requirements and principles of ISO 9001 to the specific processes and needs of their company as well as generally.
- Assess compliance of an organisation to meet their company's own internal or external (e.g. Certification Body) requirements.
- Plan, develop and implement an internal audit process appropriate to their organisation.
- Involve Management in reviewing the effectiveness of the overall quality system.
- Conduct audits to professional criteria with confidence, gathering objective evidence through observation, interviewing, document trails to provide factual audit reports that will facilitate improvements to the QMS.
- Achieve the formal training requirements to allow progression to becoming an IRCA Registered Lead Auditor.

Practical workshops are designed to reinforce the discussions and topics, building on skills of audit planning and structure, nonconformity writing, conducting audit interviews, evaluating findings and reporting results back to Senior Management. Evening work groups prepare responses to case study situations.

Please be aware that there is an examination on the last day.

Upon successful completion of the course and exam, a certificate will be presented which will contribute to the requirements to register as an **IRCA Registered Lead Auditor** that specialises in QMS assessments.

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Benefits of attending the ISO 9001 Lead Auditor Course

On completion of this **ISO 9001 QMS Auditor/Lead Auditor course** you will gain:

- The ability to objectively assess an organisation's compliance in order to meet certification body requirements.
- An understanding of the role of audits within the management system programme and the role of auditors in promoting business improvements.
- A skill set to aid continuous improvement strategies.

Training Course Content

An overview of key elements covered in Bywater's **ISO 9001 QMS Auditor/Lead Auditor** course:

- Overview and background of the **ISO 9000** family of standards
- Principles of auditing, the audit cycle and the Quality Management Principles
- An introduction to implementing an audit system, the process of auditing and the auditor's role in that
- Company management's role in reviewing the effectiveness of the overall quality system.
- Planning and managing a process based audit:
  - timing and resources
  - using checklists
  - selection of audit teams
- How to conduct an audit - essential skills, techniques and auditor competence:
  - evaluating the significance of audit findings
  - presenting audit reports and communicating findings
- Identification of nonconformities and quality improvement as a result of corrective actions
- The evaluation of data collection and analysis systems, including customer satisfaction, goal achievement and process monitoring
- Management of future third party assessment and certification process

BIOSKETCH – Orett Campbell

Orett L Campbell MSc, CQE, CQA, CQI/IRCA Certified Lead Auditor Management System Consultant, IRCA Registered ISO 9000 Principal Auditor and Certified Trainer with Bywater Training Ltd of the UK.

Orett Leighton Campbell holds a BSc Degree (Hons) in Civil Engineering and an MSc Degree in Construction Engineering and Management, from the University of the West Indies. Professional certifications include American Society for Quality (ASQ) Certified Quality Engineer and Certified Quality Auditor. Orett was also registered as a Quality Management Systems Lead Auditor with the International Register of Certificated Auditors (IRCA) of the Chartered Quality Institute (CQI) of the UK from 1995 to 2004. Since 2004, his registration was upgraded to being an ISO 9000 Principal Auditor with the IRCA (Registration # AA009944). Membership in professional associations includes the Association of Professional Engineers of Trinidad and Tobago and the Institution of Standards Engineers of India.

He has been employed in the field of Standards and Quality Management since 1982 when he joined the Trinidad and Tobago Bureau of Standards TTBS), as a Standards Officer. Orett worked with the TTBS for a period of sixteen (16) years in various capacities including being the TTBS Project Manager for a combined US$ 3.6 million World Bank funded project implemented by TTBS, CARIRI, and the Government to enhance the quality competitiveness of local industry. He has been a Licensed Excel Partnership (UK) Tutor for the IRCA registered ISO 9001 QMS Lead Auditor training course since 1996. Since the merger of Excel Partnership and Bywater (then known as Bywater-Excel and now known as Bywater Training Ltd), he conducts the Bywater ISO 9001:2015 QMS Lead Auditor and ISO 45001:2018 OHSMS Lead Auditor courses throughout the Caribbean. He also conducts courses in Internal Quality Auditing, Internal Environmental Management System Auditing, QMS and EMS documentation and implementation, Risk Based Thinking, Root Cause Analysis, Process Mapping and Data Analysis for Continual Improvement for a variety of clients including governmental clients throughout the Caribbean.

He has also conducted ISO 9000 audits in the UK on behalf of Excel Partnership, in Singapore on behalf of the Productivity and Standards Board of Singapore (PSB) and currently conducts ISO 9001 Certification Audits for the Trinidad and Tobago Bureau of Standards.

Orett has provided consultancy services to assist several organizations to become registered to ISO 9001:2015 and ISO 14001:2015. For integrated ISO 9001 & 14001 systems some of these companies include Berger Paints (Trinidad) Ltd, Berger Paints (Barbados) Ltd, National Quarries Ltd and the Guyana Geology and Mines Commission. For ISO 9001:2015 only, some of these companies include Trinidad & Tobago National Petroleum Marketing Company Ltd, Kennicon Engineering Limited, Trinidad & Tobago Civil Aviation Authority, Mustapha's Engineering Ltd, the Guyana National Bureau of Standards and the National Milling Company of Guyana. Caribbean organizations for which services have been provided in management systems consultancy and training include; the Guyana National Bureau of Standards, the CARICOM Secretariat, the Caribbean Export Development Agency, the Government of St Lucia, Edward Beharry & Co Ltd (Guyana), the Aeronautical Engineering School (Guyana) and the Guyana Sugar Corporation in Guyana.