



***RABQSA Certified ISO 9001:2008 Lead Auditor Training (TPECS)***

**Days: 4 • CEUs: 3.4**

**Time:**

Day 1: 8:00 a.m. – 6:30 p.m.

Day 2: 8:00 a.m. – 5:30 p.m.

Day 3: 8:00 a.m. - 5:45 p.m.

Day 4: 8:00 a.m. - 5:00 p.m.

If required for re-examinations, day 5 will be scheduled from 8:00 am to 11:00 am.

Course includes examinations for RABQSA-QM, RABQSA-AU and RABQSA-TL

**To register for a class:** Call 321-453-0637 or 321-459-0088, register on website @ [www.qual-techinc.com](http://www.qual-techinc.com) or email directly to [contact@qual-techinc.com](mailto:contact@qual-techinc.com).

**Who Should Attend:**

Those responsible for planning, scheduling, and conducting ISO 9001:2008 audits. top management, quality, engineering, internal auditing, production, purchasing, customer service, accounting, shipping and receiving, sales, ISO Project Team Members or anyone desiring an in-depth understanding of ISO 9001:2008 requirements.

**Course Objectives:**

- Understand the purpose and role of the management system and successfully interpret the ISO 9001:2008 requirements.
- Understand the quality management system definitions, concepts and guidelines.
- Plan, manage, and conduct an audit effectively. .
- Understand the roles and responsibilities of auditors.
- Recognize the principles, practices, and types of audits as well as the objectives, scope and criteria in the audit process.
- Conduct audit team selections and understand Team Lead responsibilities.
- Understand how to communicate effectively – and the level of communication required during audits.
- Prepare audit conclusions.
- Understand the difference between documents and records.
- Conduct a closing meeting.
- Report audit results.



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**Agenda**

**Day One**

- Course objectives and overview
- Review of acronyms, definitions, ISO documents
- PDCA, Process Overview, ISO9001:2008 standard comprehensive and detailed review of the standard including a discussion of the requirements of each clause, internal and external (3<sup>rd</sup> party) interpretations and application during the audit process.
- Activity #1 Status of Audit Findings
- Discussion of Activity#1

**Day Two**

- Exam 1 – Prep – Quality Management Systems (QM)
- Exam 1 – Quality Management Systems (QM)
- Review of ISO19011, ISO17021 and MD-5
- Activity #2 Preparing an audit plan
- Discussion of Activity #2
- Review of ISO19011, ISO17021 and MD-5 (cont)
- Effective Process Auditing
- Process Tools

**Day Three**

- Activity #3 Developing an Audit Process Tool
- Discussion of Activity #3
- Activity #4 Opening Meeting
- Discussion of Activity #4
- Activity #5 Phase I - Desk Audit: development of potential audit trails and concerns
- Activity #5 Phase II – Conduct audit #1 & #2
- Activity #5 Phase III – Team review of audit results and conclusions
- Exam 2 - Prep – Management Systems Auditing (AU)
- Exam 2 - Management Systems Auditing (AU)

**Day Four**

- Nonconformance generation and audit reporting
- Activity #6 Nonconformance Generation
- Activity #7 Closing Meeting
- Activity #6 and #7 discussion
- Auditor certification and Certification/Registration Requirements
- Exam 3 - Prep – Leading Management System Audit Teams (TL)
- Exam 3 - Leading Management System Audit Teams (TL)



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**Day Five**

- Re-examination as necessary.