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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Lead Auditor QMS – Certified Program

## دورة رئيس فريق مراجعي نظام إدارة الجودة

19 – 23 January 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

The ISO 9001 Lead Auditor training enables you to develop the necessary expertise to perform a Quality Management System (QMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and the certification process according to ISO/IEC 17021-1.

Based on practical exercises, you will be able to master the audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a “PECB Certified ISO 9001 Lead Auditor” credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

## Objectives

- Understand the operations of a Quality Management System (QMS) based on ISO 9001
- Acknowledge the correlation between ISO 9001 and other standards and regulatory frameworks
- Understand the auditor’s role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- Learn how to lead an audit and audit team
- Learn how to interpret the requirements of ISO 9001 in the context of a QMS audit
- Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

## Who Should Attend?

- Auditors seeking to perform and lead Quality Management System (QMS) certification audits
- Managers or consultants seeking to master a Quality Management System audit process
- Individuals responsible for maintaining conformance with QMS requirements
- Technical experts seeking to prepare for a Quality Management System audit
- Expert advisors in Quality Management

## **Certification**

After successfully completing the exam, you can apply for the credentials shown on the table below.

You will receive a certificate once you comply with all the requirements related to the selected credential.

For more information about ISO 9001 certifications and the PECB certification process, please refer to the [Certification Rules and Policies](#).

Credential	Exam	Professional experience	MS audit/ assessment experience	Other requirements
<b>PECB Certified ISO 9001 Provisional Auditor</b>	PECB Certified ISO 9001 Lead Auditor Exam or equivalent	None	None	Signing the PECB Code of Ethics
<b>PECB Certified ISO 9001 Auditor</b>	PECB Certified ISO 9001 Lead Auditor Exam or equivalent	<b>Two years:</b> One year of work experience in Quality Management	Audit activities: a total of 200 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 9001 Lead Auditor</b>	PECB Certified ISO 9001 Lead Auditor Exam or equivalent	<b>Five years:</b> Two years of work experience in Quality Management	Audit activities: a total of 300 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 9001 Senior Lead Auditor</b>	PECB Certified ISO 9001 Lead Auditor Exam or equivalent	<b>Ten years:</b> Seven years of work experience in Quality Management	Audit activities: a total of 1,000 hours	Signing the PECB Code of Ethics

**Note:** *PECB Certified Individuals who do possess the Lead Implementer and Lead Auditor Credentials are qualified for the respective PECB Master Credential, given they have taken 4 additional Foundation Exams which are related to this scheme. For more detailed information about the Foundation Exams and the overall Master Requirements, please go to the following link: <https://pecb.com/en/master-credentials>.*

### **General Information**

- Certificate fees are included in the exam price
- Training material containing over 450 pages of information and practical examples will be distributed
- A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued
- In case of exam failure, you can retake the exam within 12 months free of charge

## Course Outline

### Day One

Introduction to Quality Management Systems (QMS) and ISO 9001

- Course objectives and structure
- Standards and regulatory frameworks
- Certification process
- Fundamental concepts and principles of quality management
- Quality Management System (QMS)

### Day Two

Audit principles, preparation and launching of an audit

- Fundamental audit concepts and principles
- Audit approach based on evidence and risk
- Initiating the audit
- Stage 1 audit
- Preparing the stage 2 audit (on-site audit)

### Day Three

On-site audit activities

- Stage 2 audit
- Communication during the audit
- Audit procedures
- Creating audit test plans
- Drafting audit findings and nonconformity reports

### Day Four

Closing the audit

- Audit documentation and quality review
- Closing the audit
- Evaluation of action plans by the auditor
- Beyond the initial audit
- Managing an internal audit programme
- Competence, evaluation and closing the training

## **Day Five**

### **Examination**

Duration: 3 hours

The “PECB Certified ISO 9001 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Programme (ECP). The exam covers the following competency domains:

**Domain 1** | Fundamental principles and concepts of a Quality Management System (QMS)

**Domain 2** | Quality Management Systems (QMS)

**Domain 3** | Fundamental audit concepts and principles

**Domain 4** | Preparation of an ISO 9001 audit

**Domain 5** | Conducting an ISO 9001 audit

**Domain 6** | Closing an ISO 9001 audit

**Domain 7** | Managing an ISO 9001 audit programme

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*