



## Prinsip Mahir Sdn Bhd

(589748-X)

No 7B, Solok Seri Sarawak 36, Off Jalan Tun Abdul Razak,  
Taman Sri Andalas, 41200 Klang, Selangor Darul Ehsan, MALAYSIA.  
Tel : 03-3323 1126 Fax : 03-3323 1192

### IRCA QUALITY MANAGEMENT SYSTEMS AUDITOR/LEAD AUDITOR TRAINING

*IRCA REG. A18021 (5 DAYS)*

Latest IRCA  
criteria:  
"Accelerated  
Learning  
Approach"

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#### OVERVIEW

- This course meets the International Register of Certificated Auditors Criteria, IRCA/2245.
- This course equips delegates with knowledge and skills required to perform first, second and third party audit of management systems against ISO 9001:2000, in accordance with ISO 19011.
- Students who successfully complete this ISO 9000:2000 Series auditor/lead auditor course certified by IRCA will satisfy the training requirements for initial certification as an IRCA QMS 2000 auditor.

#### LEARNING OBJECTIVES

- Understand the purpose of a **"Process Approach" Quality Management System**, the content and interrelationship of ISO 9000, ISO 9001, ISO 9001 and ISO 19011 and the application of the **8 Quality Management Principles** in the ISO 9001 QMS Model.
- Correctly interpret the **ISO 9001:2000** requirements, the assessment requirements & methodologies.
- How to **plan, prepare, perform and report "Process Approach" & "PDCA" Approach QMS** audits including ability to collect and analyze evidence, exercise objectivity and make decisions on the significance of observation made in accordance to relevant audit criteria.

#### WHO SHOULD ATTEND

- Delegates with some understanding of the content, application, development and implementation of the ISO 9001 series of standards and who wish to subsequently practice as a QMS auditor.
- Management Representatives, internal Auditors, 2<sup>nd</sup> party & 3<sup>rd</sup> party auditors who are responsible to provide "value added" QMS audit to enable Continual Improvement.

#### Summary of Course Features:

- IRCA (UK) Approved Course
- "Accelerated Learning Approach" with stimulating and enriching workshops/case studies activities.
- "Workshop-based training" with Comprehensive Course Notes & industrial examples.
- Award IRCA Certificate of Successful Completion and Attendance.



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### COURSE CONTENT

- Introduce the purpose and benefits of a Quality Management System, evolution of the ISO 9001 series of standards, the continuing development process of these standards and key ISO 9001 related concepts and terminology.
- The 8 Quality Management Principles, their application and potential benefits.
- Explain the structure, purpose, content and interrelationship of ISO 9000, ISO 9001, ISO 9004 and ISO 19011 and the difference between auditable standards and guidance documents.
- Discuss and explain the requirements of the ISO 9001:2000 on a clause-by-clause basis, and its relationship with ISO 9004:2000 and the 8 Quality Management Principles to enhance understanding.
- Explain the value of documentation, the documentation flexibility and circumstances of exclusion of the ISO 9001:2000 requirements and the Process-based Quality Management system Model.
- Describe the certification/registration and accreditation processes, types of audits (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> party) and the differences between legal compliance and conformance with ISO standards.
- How to develop and use key audit tools like Matrix of Requirements, Process Approach Audit Checklist & Audit Plan, CAR to enable "value added" QMS audit.
- How to plan and prepare, conduct, report and follow-up QMS audits based on the "Process Approach" & PDCA" audit Trail. Discuss various Audit Methodology, Audit Psychology, Questioning Techniques, Roles and Responsibility to collect and analyze evidence, exercise objectivity and make decisions on the significance of findings made in accordance to relevant audit criteria.
- Local requirements, culture, practices or approaches to auditing and the application of ISO 9001, as appropriate for each country in which the course is being presented.



*"Discuss and explain the requirements of the ISO 9001:2000 on a clause-by-clause basis, use ISO 9004:2000 and the 8 Quality Management Principles, where appropriate for illustration and to enhance understanding"*



*Practical Guides on how to plan, prepare, conduct, report and follow-up QMS audits based on the "Process Approach" & "PDCA" Approach*



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- Outline IRCA Auditor Certification requirements.
- **Key Features used in the latest IRCA's "Accelerated Learning Approach" to optimize learning cycle : pre-course e-introduction module, animations, graphics, sounds & music, practical industrial examples, quizzes & sample outputs, live audit/stimulated audit & practical workshops.**

### **COURSE TUTORS**

- IRCA Reg. Lead Auditor/Auditor and IQCS approved Lead Tutors/Tutors who are highly qualified professional graduates, experience in the automotive industry, field of QA, Environmental, OHS and familiar with local environment.