



## **QMS (ISO 9001:2015) Lead Auditor – QM761**

### Course Outline

*updated as on 9 Sept 2019*

- Aim:** To provide auditors with the necessary knowledge and skills to competently conduct third party assessments of Environmental Management Systems.
- Options:** This course includes modules AU, QM, and TL (Exemplar Global TPECS). Recognition of prior learning will be awarded for Modules AU and TL if they have been completed within the previous three years.
- Pre-requisites** Nil
- Length:** 5 days
- Course Fee:** SGD 1,500
- Course Date:** To be confirmed
- Venue :** To be confirmed
- SDU Point:  
(SISO)** 40
- Certification:** Exemplar Global TPECS Certified Training Provider (QM761).
- Scope:** This Course is in module format such that the first two days provide an introduction to auditing management systems and focuses on the skills required for auditing (Module AU). The third and fourth days focus on ISO 9001 and QMS specific issues, particularly relevant to external auditing (Module EM). The fifth day is focussed on lead auditor specific requirements and the certification process (Module TL).
- Who shall Attend:** Certification auditors, Internal auditor, QEHS manager / Executive, QEHS Engineer, Supplier Quality Engineer etc.
- How will I benefit:**
- Identify the aims and benefits of ISO 9001 audit
  - Interpret ISO 9001 requirements for audit application
  - Plan, conduct and follow up auditing activities that add value



**Days 1 & 2:**

Module AU – ‘Management Systems Auditing’

- quality, history of management systems
- continual improvement
- international standards & ISO 9001:2015
- the audit process
- communication skills
- roles, responsibilities and skills of an auditor
- developing questions
- ISO 19011
- planning audits & reviewing documentation
- audit reports and corrective action
- auditor techniques
- process based auditing and sampling
- role play – dummy internal audit.

**Day 3 & 4:**

Module QM – ‘Auditing Quality Management Systems’

- quality management principles
- management system documentation
- integrated management systems
- permissible exclusions & scope of audits
- ISO 9001:2015 in detail
- reviewing documents
- nonconformance writing
- role play – dummy external audit.

**Day 5:**

Module TL – ‘Leading Management Systems Audit Teams’

- the certification process
- lead auditor skills, abilities and Code of Conduct
- legal/ethical aspects of auditing
- JAS-ANZ and Exemplar Global.

**Examination:** Participants are competently assessed during activities throughout the Course, including a role play external audit during the afternoon of Day 4 and through a written examination on the afternoon of the final day. All participants on the Course receive a Certificate of Attendance. Those who are deemed ‘competent’ receive a Certificate of Attainment in lieu and automatically qualify as a Provisional Auditor with Exemplar Global.



**Course Registration Form**

Company Name:	
Company Address:	
Contact Person:	
Designation:	
Contact Number:	
Email:	

**Participants' Details**

S/no.	Name of Participants	Designation	Meal Preference
1			Muslim / Vegetarian / others :
2			Muslim / Vegetarian / others :
3			Muslim / Vegetarian / others :

**Terms and Conditions**

Registration : Confirm of registration will only be accepted upon receiving course enrolment application and declaration form. Training course fee must be paid in full at least 10 working days before the course start dates

Payment : All Cheques should be made payable to "Quality@Works Management Systems Pte Ltd".  
All Cheques can be mail to 21 Bukit Batok Crescent #28-72 WCEGA Tower Singapore 658065

Refund : There will be no cancellation after registration is confirmed. If a participant registers for a training/seminar and fails to attend, no refund can be claimed.  
Participants can ask for replacement of another person or attend future of the same value.

**Declaration: I hereby declares that the information supplied in this application are true and correct to the best of my knowledge**

Company Stamp  
(if applicable)

Name & Signature  
(Company Representative or  
Applicant Name)

Date