



Quality Management System QMS – ISO 9001

Lead Auditor ISO 9001 Course

The caliber of your lead auditor is crucial to the performance of your audit team, and ultimately to the success of your management system. This comprehensive five-day course provides hands-on training to ensure that your lead auditor thoroughly understands the role and acquires the expertise needed to perform it effectively.

Course Certification

IRCA Certified Course

Delegates completing the course will be presented with an IRCA certificate for lead auditors.

Who should attend?

- Quality Managers
- HSE Managers
- Quality Professionals/Technicians
- Quality Engineers
- Procurement Personnel
- Financial Personnel
- Document Controllers
- Internal Auditors
- Owner Managers
- Implementation Members

Benefits to Your Business

- The knowledge and skills to effectively audit your management system
- To conduct a risk assessment of the effectiveness and maturity of your management system
- The ability to conduct second party and third party audits for your supply chain

Course Pre-requisites

It is recommended that any delegate attending this course has prior knowledge of ISO 9001

Learning Objectives

- Understand quality management definitions, concepts, and guidelines
- Understand the purpose of the ISO 9000 series
- Understand the requirements of the ISO 9001:2008 standard
- Apply ISO 19011:2002 definitions, concepts, and guidelines
- Manage an audit program
- Initiate the audit and conduct opening meetings
- Understand auditor responsibilities
- Conduct on-site activities
- Collect information
- Communicate effectively during the audit
- Generate audit findings
- Prepare audit conclusions
- Conduct closing meetings
- Report audit results
- Conduct an audit follow-up
- Understand the registration process

Course Structure

The course duration is 40 hours/5 days.

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Environmental Management System EMS – ISO 14001

Lead Auditor ISO 14001 Course

Excelledia's EMS Auditor/Lead Auditor based on ISO 14001:2004 course teaches the principles and practices of effective environmental management systems (EMSs) and process audits in accordance with the ISO 14000 series of standards and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." Experienced instructors guide students through the entire audit process, from managing an audit program to reporting on audit results. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions.

Course Certification

IRCA Certified Course

Delegates completing the course will be presented with an IRCA certificate for lead auditors.

Who should attend?

- Individuals interested in conducting first-party, second-party, or third-party audits
- Environmental management representatives
- Quality Managers
- Regulatory affairs managers
- Health, safety, and environmental managers
- Cross functional team members of an implementation project

Benefits to Your Business

- The knowledge and skills to effectively audit your management system
- To conduct a risk assessment of the effectiveness and maturity of your management system
- The ability to conduct second party and third party audits for your supply chain

Course Pre-requisites

It is recommended that any delegate attending this course has prior knowledge of ISO 14001

Learning Objectives

- Understand EMS definitions, concepts, and guidelines
- Understand the purpose of the ISO 14000 series
- Understand the requirements of the EMS standard
- Identify aspects and impacts
- Manage an audit program
- Initiate the audit and conduct opening meetings
- Understand auditor responsibilities
- Conduct on-site activities
- Understand environmental legislation
- Communicate effectively during the audit
- Generate audit findings
- Prepare audit conclusions
- Conduct closing meetings
- Reporting audit results
- Conduct an audit follow-up
- Understand the certification process

Course Structure

The course duration is 40 hours/5 days.

Occupational Health & Safety Management System OHSAS 18001

Lead Auditor ISO 18001 Course

Excelledia's OHSAS Auditor/Lead Auditor based on OHSAS 18001:2007 course focuses on teaching delegates an effective approach for auditing occupational health and safety (OH&S) management systems. The primary objective of this training course is to instruct OH&S auditors in the principles and practices specific to auditing for conformance with OHSAS 18001 and ISO 19011:2002. Experienced instructors guide delegates through the entire audit process, from managing an audit program to reporting on audit results. Delegates gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions.

Course Certification

IRCA Certified Course

Delegates completing the course will be presented with an IRCA certificate for lead auditors.

Who should attend?

- Individuals interested in conducting first-party, second-party, or third-party audits
- Quality Managers
- Regulatory affairs managers
- Health, safety, and environmental managers
- Cross functional team members of an implementation project

Benefits to Your Business

- The knowledge and skills to effectively audit your management system
- To conduct a risk assessment of the effectiveness and maturity of your management system
- The ability to conduct second party and third party audits for your supply chain

Course Pre-requisites

It is recommended that any delegate attending this course has prior knowledge of OHSAS 18001

Learning Objectives

- Understand occupational health and safety management definitions, concepts, and guidelines
- Understand the requirements of the OHSAS 18001 standard
- Recognize the risk assessment principles and approach
- Manage an audit program
- Initiate the audit and conduct opening meetings
- Understand auditor responsibilities
- Conduct on-site activities
- Understand OHS legislation
- Generate audit findings
- Prepare audit conclusions
- Conduct closing meetings and report audit results
- Conduct an audit follow-up
- Understand the registration process

Course Structure

The course duration is 40 hours/5 days.