



*Overview of CQI/IRCA  
Approved QMS Auditor Lead  
Auditor Course Presented by TCB  
as an CQI/IRCA approved  
Organization with Approval No  
A 17551.*

*CQI/IRCA QMS Course  
Registration No. A 17552*

## ISO 9001: 2015 Lead Auditor (QMS) - CQI/IRCA Approved

### 1.0 Course Overview:

CQI / IRCA approved ISO 9001:2015 Lead Auditor (QMS) course is a professional Level course and is one of the most sought after program in the world for professionals who perform or manage business and operation. We consider this to be one of the most **Valuable Career Development Program** for

**Professionals from any sphere of business !**

This versatile Standard applies equally to all areas where there is an element of business and operation. ISO 9001:2015 truly is a Management Standard that places requirements as to how the business should be run-to produce Consistent Quality Products and services

The aim of this course is to provide Learners with the knowledge and skills required to perform first, second and third-party audits of quality management systems against ISO 9001, in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

TCB Cert, QMS Auditor/Lead Auditor course is approved by CQI/IRCA having registration No. A 17552.

Please note that CQI/IRCA does not conduct training services directly. CQI / IRCA approves training organization and course meeting CQI/ IRCA criteria for offering Lead Auditor training program. . Delegates who complete this CQI and IRCA Certified Training course successfully (within the three years prior to making an

application to become a certificated auditor) will satisfy the training requirements for initial certification as an IRCA QMS Auditor

TCB Courses are presented as standard 5 days (consecutive) 40 Hours course, 6 days customized (40 Hours) , 9/10 days-part time course (40 Hours) ,5 weekend course (40 Hours) as well as Blended Learning with 80 Hours of self-learning and 24 hours fully tutor guided session to

develop and demonstrate enabling objectives-the skill for auditing

( Refer [www.quality.org](http://www.quality.org) )



### Inside this Document:

CQI/IRCA Requirement and Course overview

Who should attend?

What the course contains

Evaluation and Certification



## 2.0 Who Should Attend:

Professionals who want to develop career as an auditor of Quality management system and involved in auditing their own management system (First Party) or external organization such as Second Party (Customers Representative) or Independent Third party auditor working for Certification bodies.

Top Management personnel, Managers, Engineers and Service professionals in any field Management Representatives and members of the Internal Audit Team who are responsible for the establishment, implementation and maintenance of organization's QMS can participate in this program.

## 3.0 Learning Objectives:

Understand the purpose of Quality Management System, the content and interrelationship of ISO 9000, ISO 9001 and application of **7 Quality Management Principles**.

Correctly interpret the **ISO 9001:2015** requirements and the assessment requirements.

**How to plan, prepare, perform and report QMS audits** including ability to collect and analyze evidence, exercise objectively and make decisions on the significance of observation made in accordance to relevant audit criteria.

**Develop skills and expertise for Value added auditing** to ensure the organization reaps the benefit of ISO 9001 standard and to critically analyze **whether organization's goals are being achieved**.



## Course Content & Workshops

By the end of the course, participants will have in depth knowledge of QMS audit against ISO 9001:2015 standard.

### 4.0 Course Content:

- Overview of 7 QMS Principles
- Overview of ISO 9001:2015 standard requirements and its relationship to the QMS Principles
- Auditors skills and attributes such as :
  - Observational skills,
  - Interviewing and Questioning Skill,
  - Listening skills and
  - Overall communication skills
- Lead and manage audit team
- Plan , perform Process approach audit and report audits results as per ISO 19011 standard
- Auditors attributes, Roles and Responsibility
- Certification and Accreditation
- IRCA registration process

The course makes extensive use of attendee participation and group discussion workshops by application of Accelerated Learning techniques as well as wide range of simulated case studies based on real assessment situations.

Tutors shares practical examples based on their audit experience gained over the decades.

**During the course you will participate in the following workshops:**

1. Identification of ISO 9001:2015 clause Nos. in given scenario and assess conformity.
2. Assessing organizational context, and relevant interest of relevant interested parties
3. Preparing Audit Check list
4. Preparing an Audit Plan
5. Simulated Certification audit (Stage 1 and Stage 2) of Universal Motors LLC (UMS), an imaginary modern car service Company - where you will conduct an opening meeting, – conduct audit interviews using check list that you developed - review real objective evidence specially designed for this course,
6. Prepare Audit report, Non-conformity and present audit team's recommendation during simulated close out meeting.

A unique video of virtual tour of UMS would bring a near real simulation and give a never before experience of learning.

Students are evaluated throughout the program based on their performance, attributes, involvement and active participation and contribution as part of Continuous assessment.

At the end of the program an examination will be administered covering all the topics delivered in the course and would last two hours. 30 minutes extra time is allowed for non-native English speakers writing the examination in English language. The pass mark for each section shall be minimum 50% with overall average of 70% minimum

The CQI/IRCA written examination is closed book and only a clear copy of the ISO 9001:2015 standard is allowed with a bilingual dictionary.

A "Certificate of Achievement" is awarded to delegate who satisfactorily completes the course Continuous assessment and passes the examination. This satisfies the training requirements for initial certification as an IRCA, QMS Auditor. You will be issued a Unique Delegate Number(UDN) by CQI/IRCA which will be reflected in the Certificate issued to you by TCB



### IRCA Auditor Grades

- **Provisional Auditor**
  - **Auditor**
  - **Lead Auditor**
- Or**
- **Principal Auditor** (Equivalent to Lead Auditor Grade with a Consultant entry route)



## 6. Course Information

### 6.1 Course Duration: 40 hours

5 days' standard course. TCB's programs customized for a shorter duration per day spread over 6 /7/9/10 days or 5 weekends as well as Blended learning with 80 hours' self-study followed by a 3 day (24 Hours) fully Tutor guided session within 180 days to suit needs of organizations or working professionals

### 6.2 Faculty:

The faculty members for the above programs are IRCA registered Lead / Principal Auditors having extensive experience in Implementing and Certifying QMS / EMS and OH & S in various industry sectors with International exposure to varied culture and customs.



**For the purpose of Registration of IRCA as auditors, candidates shall have the following Educational qualification and experience**

Bachelor's Degree in any discipline or Diploma preferable; At least secondary education. 5 years of work experience or 4 years with a degree (Including 1 years of scheme related work experience, e.g QMS)

### 8. Prior Knowledge to attend Auditor/Lead Auditor Course,

Leaners are expected to have the following prior knowledge:

#### a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continuous improvement.

#### b) Quality management

The fundamental concepts and the seven quality management principles (see ISO 9000):

- Customer focus , Leadership , Engagement of people , Process approach
- Improvement , Evidence-based decision making and Relationship management.
- The relationship between quality management and customer satisfaction.

#### c) ISO 9001

Knowledge of the requirements of ISO 9001 and the commonly used quality management terms and definitions, as given in ISO 9000, which may be gained by completing an IRCA Certified QMS Foundation Training course or equivalent.

Students registered for joining TCB Cert's ISO 9001:2015 (QMS) course can complete TCB Cert's online examination to provide evidence of prior learning or Blended Learning.



## 9.0 Please Contact us for any further assistance and information

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For course schedule please visit our website : [www.tcbcert.org](http://www.tcbcert.org), [www.tcbkf.com](http://www.tcbkf.com)