

Quality Management Systems Lead Auditor Training Schedule

Day 1	
Time	Sessions
0900-0910	Registration
0910-0920	Welcome Note & Course Introduction
0920-1045	Evolution of ISO & Clause 1 to 3 – ISO 9001:2015
1045-1100	Tea Break
1100-1200	Exercise – 1 – ISO 9000:2015, Definitions
1200-1300	Process, Process Approach.
1300-1330	Lunch Break
1330-1345	Plan – Do – Check – Act
1345-1445	Exercise - 2 –Process Approach
1445-1530	Exercise - 3 – PDCA, clause wise ISO 9001:2015 Requirements Mapping
1530-1545	Tea Break
1545-1630	7 Quality Management Principles
1630-1730	Clause no 4 & Auditing QMS

Day 2	
Time	Sessions
0900-0915	Overview of Day-1
0915-1045	Clause no. 5 & 6 and Auditing Leadership & Planning
1045-1100	Tea Break
1100-1130	Exercise 5 - On clause - 5
1130-1200	Exercise 6 - On clause - 6
1200-1300	Clause no 7 (7.1 & 7.2) and Auditing Support
1300-1330	Lunch Break
1330-1430	Clause 7.3, 7.4 & 7.5 and Auditing Support (Cont'd)
1430-1530	Exercise 7 - On clause - 7
1530-1545	Tea Break
1545-1730	Clause no. 8 and Auditing Operation

Day 3	
Time	Sessions
0900-0915	Overview of Day-2
0915-1015	Clause no. 9 and Auditing Performance Evaluation
1015-1045	Exercise – 9 on clause 9
1045-1100	Tea Break
1100-1130	Clause no. 10 and Improvement
1130-1200	Exercise 10 on clause 10
1200-1300	Management System Audit Process & Methods, 1, 2 & 3rd Party Audits, Audit Objectives and Scopes & Criteria's,
1300-1330	Lunch Break
1330-1430	Audit Resources, Role of the Auditor and Roles & Responsibilities & Confidentiality (As per ISO 19001:2011)
1430-1530	Exercise – 11 on ISO 19011-Definitions
1530-1545	Tea Break
1545-1645	Exercise – 12 on Preparation of Audit Schedule (Stage-1 & Stage-2)
1645-1730	Initiating the Audit, Preparation of Work Documents & Document Review

Day 4	
Time	Sessions
0900-0915	Overview of Day- 3
0915-1045	Exercise – 13 on Document Review- Preparation & Presentation
1045-1100	Tea Break
1100-1130	Exercise –14 on Preparation & Presentation of Audit Checklist
1130-1300	Opening Meeting & Closing Meetings and Auditing Top Management
1300-1330	Lunch
1330-1500	Audit Evidences, Sampling, Conducting audit interview, Audit Findings (Observations & Nonconformities), Audit Meetings, Audit trails,
1500-1530	Exercise 15 – Conducting Opening Meeting
1530-1545	Tea Break
1545-1730	Exercise 16 – Obtaining Objective Evidence & Audit trial Exercise 17 – Non-Conformity Writing Exercise 18 – Conducting Closing Meeting

Day 5	
Time	Sessions
0900-0915	Overview of Day-4
0915-1015	Audit Report Writing & Audit Follow-up
1015-1045	Exercise – 19 Audit Report Writing
1045-1100	Tea Break
1100-1130	Exercise - 20 NC closure and effectiveness of Corrective actions
1130-1300	Sample Examination Paper Discussion
1300-1330	Lunch
1330-1530	Examination
1530-1600	Course Closure and feedback

Two short breaks will be taken at suitably convenient times in the morning and afternoon. Thirty minutes will be given for a lunch break. Additional breaks may be taken as long as agreed by delegates and tutor, & all learning objectives are met.