ISO/IEC 17025:2017 LEAD ASSESSOR (QUALITY MANAGEMENT SYSTEMS) TRAINING COURSE*

(5 days)

Objective

***This intensive 5-day course is certified by the Governing Board of the IQA International Register of Certificated Auditors (IRCA Cert. No. 17020).**

***This training course and certificate of attainment is recognized by RABQSA as equivalent to their QMS Lead Auditor Course (TCD-17)**

Delegates successfully completing this course satisfy the formal training requirement for individuals seeking certification under the IRCA QMS Auditor Certification Scheme. On successful completion the delegate will know the ISO 9000 Family and ISO/IEC 17025:2017 Standard, be trained Auditors / Assessors, be competent to audit their own organization, subcontractors and suppliers as Auditors or Lead Auditors; be able to prepare and conduct assessments for the purpose of accreditation; and understand the economic advantages of laboratory Quality Management Systems.

Interactive learning techniques are used to maximize delegate participation, including workshops designed to broaden the knowledge of system and audit applications.

From an assessor's perspective, persons who should attend this course include:

- Managers introducing Quality Management Systems
- Personnel who audit within their organization and those of their suppliers
- Management consultants who need to know more about ISO 9000 and ISO/IEC 17025, and
- Persons wishing to pursue a career as third party IRCA QMS Auditors and Lead Auditors
- Persons wishing to pursue a career as third party Assessors / Lead Assessors

CQI | IRCA APPROVED TRAINING PARTNER

Overview

This 5-day Lead Assessor Training Course offered by Ashbrooke has been developed to progress the delegate through a series of modules, each containing a day's activities of presentation and participation; after which each successful delegate will have earned his/her training qualification for certification as an IRCA QMS Auditor / Lead Auditor.

The course examines these issues by opening with the Auditor's Code of Conduct. This is followed by examining and exploring:

- ISO 19011:2026
- Quality Management Principles
- ISO/IEC 17025 Principles
- Risk-Based Thinking
- Decision Rule
- Risk and Opportunity, Quality Objectives, Continual Improvement, Corrective Action
- Audit Process
- Quality Management System Documentation
- Checklists
- Audit Plans
- Pre-Audit Contact
- Conformance Audits
- Follow-up and Completion

Plus, over 90% of the course timing is dedicated to syndicate activities designed to examine and explore the disciplines of planning and conducting QMS audits. **This course contains 4 Questionnaires, 9 Workshops, plus several additional skills development activities.**

Prior Knowledge Expectation …

- Plan, Do, Check, Act (PDCA) cycle
- Relationship between quality management and customer satisfaction
- Commonly used quality management terms and definitions
- 7 Quality Principles (ref: ISO 9000)
- Process approach used in quality management
- Process-based quality management system model, the structure and content of ISO 9001 and ISO/IEC 17025

Knowledge of the ISO 9001 and ISO/IEC 17025 requirements may be gained by completing the respective QMS Foundation Training Course or equivalent.

Course Content ... See Reverse

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Course Content

Day 1 (8:30 a.m. - 6:00 p.m.)

Introduction
Course Requirements

Pre-Course Questionnaire review

Auditor Code of Conduct
Key Vocabulary – Review
Principles – Review
Decision Rule

Audit Cycle

Auditor's Challenge – Incident

Case Study P1 – Risk-Based Decision-Making

Case Study 1 – Examining Documentation to ISO/IEC 17025:2017

Audit Trail Challenge

Day 2 (8:30 a.m. - 6:00 p.m.)

Open Review
Questionnaire No. 1

Auditor's Challenge – Incident

Case Study 2 – Preparing a Checklist

Audit Trail Challenge

Case Study 3 – Preparing an Audit Plan

Audit Trail Challenge

Case Study 4 – Conducting an Opening Meeting

Day 3 (8:30 a.m. - 6:00 p.m.)

Open Review
Questionnaire No. 2

Auditor's Challenge – Incident

Case Study 5 – Conducting an Interview

Auditor's Challenge – Incident

Day 4 (8:30 a.m. - 5:30 p.m.)

Open Review
Questionnaire No. 3

Auditor's Challenge - Incident

Case Study 6 – Writing Audit Reports

Audit Trail Challenge

Case Study 7 – Conducting a Closing Meeting

Case Study 8 - Follow-up and Review of Corrective Action

Day 5 (8:30 a.m. - 12:30 p.m.)

. *Open Review*
Questionnaire No. 4

Audit Trail Challenge

Final Instructions and Questions

Final Examination

Course Close