

ISO 9001:2008 Lead Auditor Workshop (RAB/QSA Certified) (5 Days)

Workshop Outline:

This five-day workshop provides an explanation of the ISO 9001 requirements and the design of a functional and effective quality management system. . It explains the auditing process and audit instruments, the documentation process, how to conduct an audit, how to write the audit report and take corrective action. Presentation materials include real-world case studies to develop skills for auditing and identifying nonconformities.

Workshop Goals:

- Extensive review and application of ISO 9001 QMS – Requirements & ISO 19011 - Guidelines for Quality and/or Environmental Management Systems Auditing
- Understand and create effective audit plans
- Review and understand auditing codes of practice
- Understand ISO 9001 audit trails to perform effective audits
- Learn document review skills
- Identify and document nonconformances
- Apply decision-making skills on the ISO 9001 standard in a variety of audit situations
- Conduct opening and closing meetings
- Complete the audit report

Recommended Training and/or Experience:

ISO 9001:2008 Internal Auditor Workshop or equivalent working experience.

Workshop Particulars:

Date: January 30 – February 3 / April 30 – May 4
Location: 16 Forest Road, Suite 301 (Old Queen's College Building)
Time: 8:00 am - 6:00pm
Fee: \$1895.00 plus HST and Administration Fee
(Meals and materials will be provided)
All workshop fees must be paid at the time of registration.

Cancellation Policy:

Cancellation requests received more than 21 calendar days before the start date of the workshop will receive a full refund of the workshop fee minus a \$150 administration fee. Cancellation requests received within the 21 calendar days before the start date of the workshop are non-refundable. Quality Matters Inc. reserves the right to cancel any workshop; full refunds will be granted.

Substitution Policy:

Substitutions of participants will be permitted at any time prior to the start of the workshop.

For more information or to register, contact Quality Matters Inc. at (709) 722-7860, or email us at training@qualitymatters.net or visit our web site @ www.qualitymatters.net.



**WORKSHOP
REGISTRATION FORM**

**ISO 9001:2008 Lead Auditor Workshop (RAB/QSA-Certified)
(5 Days)**

Please fax to: **Quality Matters Inc.**
16 Forest Road, Suite 301
St. John's, NL A1E 0A5
Fax: 709-739-4864

Name: _____

Company: _____

Title: _____

Address: _____

Town/City: _____ Province: _____

Postal Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Workshop Date: _____

IMPORTANT NOTE: For the Internal Auditor and Lead Auditor workshops, there is a prerequisite that the registrant must have an adequate knowledge and understanding of the applicable standard or specification, gained through training and/or experience. If you are registering for any of these workshops, have you met the specified prerequisite? Yes No

Method of Payment: Cheque enclosed (payable to Quality Matters Inc.)
 Invoice me

Signature: _____

How did you hear about this workshop?

- | | | |
|-----------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Website | <input type="checkbox"/> Email |
| <input type="checkbox"/> Referral | <input type="checkbox"/> Other | <input type="checkbox"/> Sales Call |

Is your company registered to ISO 9001, ISO 14001 or OHSAS 18001? Yes No

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