

IMS Lead Auditor Course Outline

Overview Integrated Management Systems Lead Auditor Course ISO9001, ISO14001 & AS/NZS4801/OHSAS18001

RABQSA AU, RABQSA TL, RABQSA QM, RABQSA EM and RABQSA OH

Organisations are becoming increasingly aware that a fully integrated management system is not only a competitive advantage but also results in:

- streamlined procedures and processes
- reduced employee training times and costs
- simplified decision making
- reductions in time, resources and finances
- more efficient and cost effective internal/external audits

It is clear from the 3 schemes that there are many commonalities such as:

- Controlling documentation
- Continual improvement through corrective and preventive action
- Competence, training and awareness
- Records management and control
- Management review

So it makes sense to amalgamate the 3 systems and really get them working for your organisation. Auditing of your management systems is a valuable process that assures this will happen, this course specialises in auditing IMS systems.

This course has been specially designed for people with a solid knowledge of at least one of the schemes. Therefore before acceptance on to the course you will need to demonstrate that you have this appropriate knowledge, it is expected that participants will have some of the following:

- Be working or have worked as a quality, OHS or environmental systems manager
- Have previous training as an auditor in at least one scheme
- Have a working knowledge of 9001, 14001, 4801 or similar external standard

What is covered in the course?

This 5 day course specialised course provides a comprehensive and practical understanding of:

- ISO 19011 Guidelines for Quality and or Environmental Management Systems auditing
- ISO 9001 Quality Management Systems – Requirements
- ISO 14001 Environmental Management Systems – Requirements
- AS/NZS 4801 Occupational Health and Safety Management Systems – Specification with guidance for use

In particular it gives the participant the skills they need to conduct internal or external IMS as either a member of an audit team or as an audit team leader.

It is important to know that all the course work and assessment is conducted during course hours – there is no home work and you receive constant assistance and feedback from the trainer.

The course covers how to perform a Quality, Environmental and OH&S management system audit both as a member of an audit team or as an audit team leader.

Specifically participants learn:

Auditing in General

- The 5 important principles of auditing
- How to ensure that audits add value to the organisation
- The role and responsibilities of an auditor
- How to set appropriate audit objectives, scopes and criteria
- Why it's important to plan the audit
- What should happen at an audit opening meeting, team meeting and closing meeting
- Why an opening and closing meeting is vital
- How to gather effective audit evidence
- The best way to communicate with the auditee
- How to compile an audit report in order to give meaningful feedback to clients

Participants also learn the auditing requirements of each Standard and how to amalgamate their requirements.

A more detailed list of course content can be requested.

Is this course certified?

Yes, this course is internationally recognised and is certified by the RABQSA. It covers the competencies of:

- RABQSA – AU Management Systems Auditing
- RABQSA – TL Leading Management Systems Audit Teams
- RABQSA – QM Quality Management Systems
- RABQSA – EM Environmental Management Systems
- RABQSA - OH Occupational Health and Safety Management Systems



Is there assessment?

Yes there is assessment. Each participant completes:

- A Documentation Review
- An Audit Plan and Audit Timetable
- An Audit Checklist
- An Audit Report with findings identified

Each participant completes and hands in copies of audit documents which they will have prepared during the class, there is no home work.

There is also assessment of:

- Audit interview skills
- Performing an Opening and Closing meeting
- Participation in audit team meeting

And 3 short exams to ensure the participants understand the Standards requirements.

All assessment is completed within class tuition time.

What do participant receive

Each participant upon successful completion of the course will receive a Certificate of Attainment which lists the RABQSA AU, RABQSA TL, RABQSA QM, RABQSA EM and RABQSA OH competencies.

Who should attend?

- If you want to be able to conduct quality, environmental and OH&S internal audits within your organisation either as part of an audit team or an audit team leader
- If you want to become an independent 3rd^{party} or supplier auditor either as part of an audit team or an audit team leader
- If you are developing and implementing a IMS
- If you are looking to work in the area of audit planning
- If you wish to consolidate any informal experience you may have gained in your career
- If your existing QMS/EMS/OH&S MS is not giving you the benefits it should

Learning Outcomes

We believe participants, after successful completion of this course, will have the knowledge to be able to conduct internal/external quality environmental and OH&S management systems audits either as a member of an audit team or as the audit team leader.

Successful participants may also apply for provisional auditor status under RABQSA International certification scheme.

How much is my investment?

\$3,495 pp + gst

Tax deductible

How do I enrol?

Easy, call Shan Ruprai JM to reserve your place 0424040023 or to arrange payment or arrange an invoice to be sent.

How can I pay?

- Direct Debit
- Credit Card or Cheque payable to AOQ NSW

Please note the full payment must be received by AOQ NSW a week before the commencement of the first day of training.

Contact details

If you would like more information please call Shan Ruprai JM 0424040023 or email sruprai@aoqnsw.com.au
cc_admin@aoqnsw.com.au