

CQI/IRCA ISO 9001:2015 LEAD AUDITOR COURSE- WHAT TO EXPECT



Before the Course

Following your registration on the course. At some point and no later than 2 weeks before the start date of the course you will receive by email, a link to the pre-course quiz. The purpose of this quiz is to determine your existing knowledge of Quality Management Systems and the ISO 9001:2015 standard.

The test is at a foundation level and should not be a cause for worry. You will submit your responses electronically and if you do not hear from us then it means that you have attained the pass mark required to progress into the course. Where delegates fall below the expected pass mark, remedial action will be discussed over the telephone, this could include the delegate not being able to proceed on the scheduled date.

Ahead of the course date we encourage delegates to do some of the following

- Make a start in understanding the structure of the ISO 9001:2015 standard
- Familiarise self with a few specific requirements of the standard eg. clause 9.2 (internal Audits) and clause 9.3 (Management Review)
- Engage in discussions with existing lead auditors within or outside your organisation to discuss their experiences at the lead auditor course and what you might expect
- Complete arrangements for accommodation and transportation to and from course venue
- Contact your training organisation to answer any logistics related questions you may have
- Get yourself a copy of the standard (note that a copy of the standard will be made available for you for the duration of the course but you will not be allowed to leave with the provided copy).

It is a 5 day learning experience, prepare to work hard and enjoy the process

DURING THE COURSE

It is 5 days. It goes pretty fast. Because it is not a course where you simply listen to a tutor teach on end for 5 long days. No, it is packed with engaging activities , excercises, quizzes, case study work and role play among others. Prepare to

ENGAGE IN THE LEARNING

You will learn from the tutor, you fellow delegates and indeed from your own experiences. the course is designed for you to learn from multiple sources.

REVIEW EACH DAY'S WORK

At the end of each day, briefly take sometime to review what you have learnt. it helps to embed learning.

NETWORK

Take a keen professional interest in fellow delegates and what they do in their workplace. You never know



AFTER THE COURSE

On the last day of the course is a two hour examination. The examination is designed to be quite challenging and test the knowledge and skills you would have built over the 5 days. There is no need to have any anxiety about this as long as you have fully participated and followed the course as delivered by the tutor.

GET HOME SAFELY

Ensure your travel arrangements to return home are in place and you do not miss any scheduled trains or other transport as may be required. The tutor will help you with taxi arrangements if needed.



GET ON WITH THE NORM

Do not spend any time fretting about the examination results. Most people pass at the first ask.

YOU'LL GET THE PHONE CALL

Usually within 2 weeks . You will be notified either by phone or electronic mail of the outcome of your exams.



