



**SQI INTERNATIONAL PTE LTD**  
Providing Breakthrough Business  
Solutions



## **ISO 9000 SERIES LEAD AUDITOR COURSE (IRCA CERTIFIED)**

### Course Objective:

This IRCA training course provides participants with:

1. An appreciation/understanding of quality management principles & ISO 9001 standard requirements
2. Strong foundation of audit methodology and skill & techniques to conduct and report audits
3. Learn how to lead an audit team, conduct opening & closing meetings, collection of audit evidence and to analyze & present audit findings.

### Course Contents:

- Understanding requirements of ISO 9001:2000 with latest updates on the 2008 standards
- Audits and the Audit Life Cycle
- Role of the Auditor and Lead Auditor
- How to Plan and conduct audit
- Preparation of effective checklists
- How to document Quality System and System Audit
- Process Based Auditing
- Preparing an effective Audit Plan
- Understanding the types of Audit
- Application of audit Skills and Techniques
- Conducting effective opening/follow-up and closing meetings
- Analysis and presentation of findings
- Writing an accurate audit report
- How to deal with classic problems on an audit
- Life audit session at site (arrange by SQII)

### Who Should Attend

Executives, Technician, Supervisor, Engineer, Managers, Safety Officer & Quality Professionals who aims to be registered Lead Auditor

### Award of Certificate

Upon successful completion of examinations, the participants will receive the Lead Auditor certificates (IRCA certified) awarded by SQI International Pte Ltd (Subsidiary of Singapore Quality Institute)

Course Dates (9.00 am – 5.00 pm) - 5-Day Training (Plus 2 hrs exam time on the 6<sup>th</sup> Day).

### Course Fees

S\$ 1,300 (For SQI Member), S\$ 1,450 (For Non-Member), SDF Funding \$287 (SME Only)  
GST is not applicable. Price is inclusive of two tea breaks.

**Venue: Singapore Quality Institute, 66 Tannery Lane #06-07, Sindo Bldg, S 347805**  
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