Haward Technology Middle East

COURSE OVERVIEW TM1047
ISO 9001:2015 Training (Awareness and Lead Auditor)

Course Title
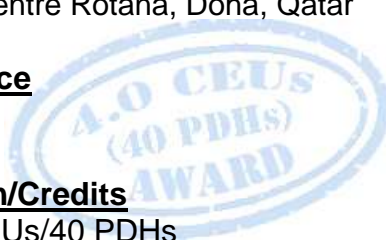ISO 9001:2015 Training (Awareness and Lead Auditor)

Course Date/Venue
Session 1: April 06-10, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar
Session 2: October 12-16, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar

Course Reference
TM1047

Course Duration/Credits
Five days/4.0 CEUs/40 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This Quality Management System Auditor/Lead Auditor course has been designed and developed to provide delegates with the knowledge and skills required to perform audits (first party, second and third-party) of quality management system against ISO 9001, in accordance with ISO 19011 and ISO 17021, as applicable.

This course is designed to provide participants with a detailed and up-to-date overview of lead auditing in accordance with ISO 9001:2015. It covers the fundamental concepts of QMS including the new and revised terms and definitions; the annex SL and the auditing context of the organization; the auditing leadership, quality policy and auditing planning process; the auditing risks and opportunities; the auditing support process, documented information, auditing operation, auditing performance evaluation and improvement; and the proper monitoring, measurement, analysis and evaluation.

During the course, participants will learn the audit activities and the PDCA cycle; planning an audit and the roles and responsibilities of auditors; preparing audit checklist and opening meeting; reviewing the specimen questionnaire and audit findings; writing an NCR and audit report; closing meeting; and performing corrective action.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a *"Lead Auditor in ISO 9001:2015"* from the Chartered Quality Institute (**CQI**) and the International Register of Certificated Auditors (**IRCA**)

- Discuss the fundamental concepts of QMS including the new and revised terms and definitions

- Explain the annex SL and the auditing context of the organization

- Carryout auditing leadership, quality policy and auditing planning process

- Determine auditing risks and opportunities and illustrate auditing support process

- Review documented information and apply auditing operation and auditing performance evaluation and improvement

- Employ proper monitoring, measurement, analysis and evaluation

- Sequence audit activities and illustrate the PDCA cycle

- Plan an audit and identify the roles and responsibilities of auditors

- Prepare audit checklist and opening meeting

- Review the specimen questionnaire and audit findings

- Write an NCR and audit report as well perform closing meeting and corrective action

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of lead auditing in accordance with ISO 9001:2015 for management representatives, core group members and other process heads responsible for establishing, implementing, maintaining and auditing quality management system; all employees whose work responsibility directly affects QMS; those who are responsible in conducting first party, second party or third-party audits; management system professionals and consultants; personnel from the certification bodies; those who wish to learn and develop cross functional skills for the challenging future assignments; and those who are willing to take up external auditing as a future profession by becoming an independent auditor and to become a registered ISO 9001:2015 lead auditor.
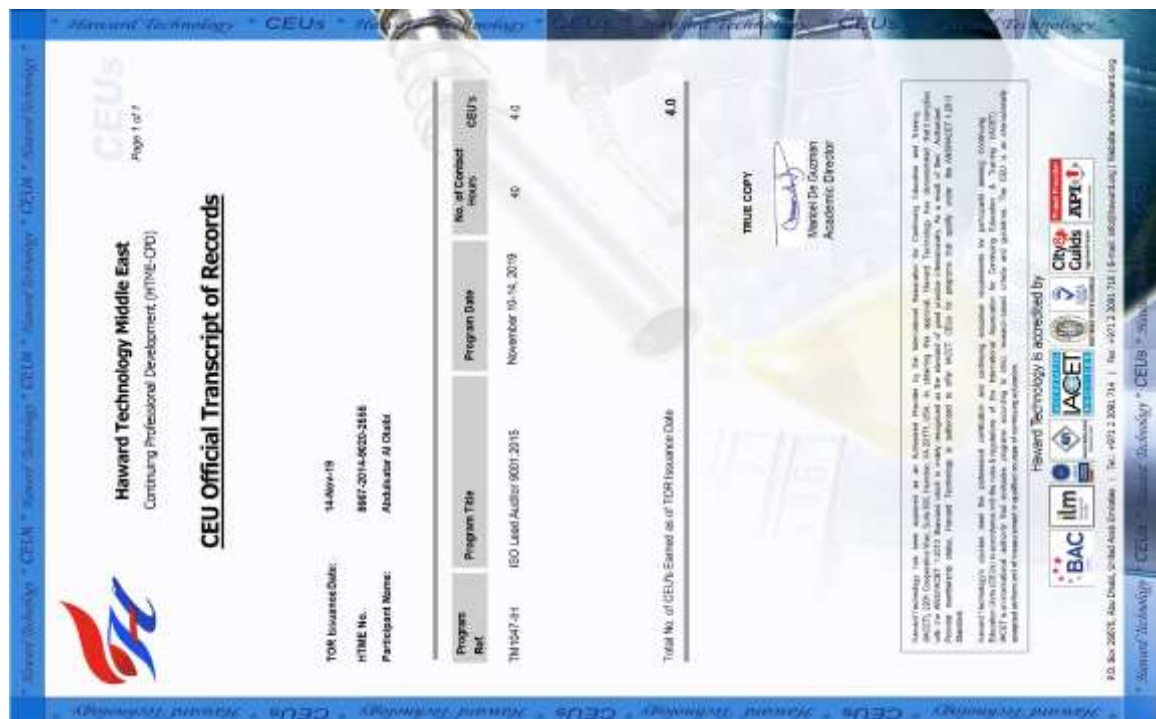
Course Certificate(s)

(1) CQI/IRCA certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course. Successful candidate will be certified as a *"Lead Auditor in ISO 9001:2015"*. Certificates are valid for 3 years.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Certificate Accreditations

Haward Technology is accredited by the following international accreditation organizations:-

- **International Register of Certificated Auditors (IRCA)**

This course is an IRCA-accredited PR357(1911). Participants who successfully complete both the examination and the continuous assessment will be awarded an IRCA accredited Certificate of Achievement which will satisfy the formal training requirements for the IRCA OHSMS 45001:2018 Lead Auditor Certification Scheme.

- **British Accreditation Council (BAC)**

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **4.0 CEUs** (Continuing Education Units) or **40 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Saji George, MCA, BSc, NEBOSH-IGC, ISO, CQI, IRCA, is a **Senior Quality Management Consultant** and an **International Health**, **Safety & Environment** (**HSE**) **Expert** with almost **30 years** of extensive experience in the areas of **ISO 45001** Occupational Health & Safety Management System Auditing, **Occupational Risk** Management, **Auditing & Risk** Assessment, Effective Quality Management System (**QMS**), **QMS** Framework, **Quality Assurance** Standards, **QA Audit Process & Techniques**, **Quantified Risk** Assessment, **Auditing** Skills, **Questioning & Gathering Evidence**, **Audit Evidence** Evaluation, **Auditing Reporting**, **Quality Management System** Assessment, **Quality Procedures** Implementation, **Quality Costs** Preparation, Total Quality Management (**TQM**), **Continual Quality Improvement**, **Quality Control** Procedures, Implementation & Maintenance of Integrated Management System in compliance to the requirements of **ISO 9001:2015**, **ISO14001:2015** and **ISO 45001:2018** standards. Further, he is also well-versed in Risk Assessment & Management, Facility HSE Inspection, Incident Investigation & Root Cause Analysis, Emergency Response & First Aid, Data Analysis and Corrective & Preventive Actions. He is currently the **Branch Manager** where-in he is deeply involved in 3rd party audits in the region of Middle East for certification for **ISO 9001**, **ISO 14001** & **ISO 45001** Standards.

During his career life, Mr. Saji has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Manager** (**Systems**), **Quality Executive**, Qualified **NEBOSH IGC Professional**, Qualified **IT Professional**, **IRCA Instructor/Trainer**, **Lead QHSE Assessor Cum Lead Auditor Trainer** and **Logistics QHSE Officer** for numerous international companies like the KBS Certifications Pvt. Ltd., Real Emirates LLC, DAMAS LLC and Ralson Industries Limited just to name a few.

Mr. Saji has a **Bachelor** degree in **Physics**, **Chemistry & Mathematics** and holds an **Advanced Diploma** in **Systems Management** and a **Certificate** of **Master** of **Computer Applications** (**MCA**). Further, he is a **Registered RRC NEBOSH IGC**, an **IRCA Registered ISO 9001:2015** (**QMS**) **Lead Auditor**, **ISO 14001: 2015** (**EMS**) **Lead Auditor**, **ISO 45001: 2018** (**OHSMS**) **Lead Auditor** and an **Approved IRCA Tutor**. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

Training Methodology
All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee
US$ 6,000 per Delegate. This rate includes IRCA Certification, H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Minimum Number of Participants
6 participants as per IRCA requirements

Accommodation
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program
The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1
0930 – 0935	*Registration, Coffee, Welcome & Introduction*
0935 – 0945	**PRE-TEST**
0945 – 1000	**Course Overview, Objective & Introduction**
1000 – 1015	**Exercise 1: Introduction of Delegates**
1015 – 1045	**Fundamental Concepts**
1045 – 1100	**Exercise 2: Basic Understanding of QMS**
1100 – 1115	*Refreshment Break*
1115 – 1145	**New & Revised Terms & Definitions**
1145 – 1220	**Exercise 4: Terms & Definitions**
1220 – 1235	**Annex SL**
1235 – 1330	**Auditing Context of the Organization**
1330 – 1400	*Lunch Break*
1400 – 1445	**Auditing Leadership**
1445 – 1530	**Exercise 5: Leadership**
1530 – 1545	*Refreshment Break*
1545 – 1700	**Exercise 6: Review of Quality Policy**
1700 – 1730	**Auditing Planning Process**
1730 – 1825	**Exercise 7: Planning Process**
1825 – 1830	**Recap**
1830	*End of Day One*

Day 2

0930 – 1000	*Review of Key Course Content of the Previous Day*
1000 – 1030	**Auditing Risks & Opportunities**
1030 – 1100	**Exercise 8: Determining Risks & Opportunities**
1100 – 1115	*Refreshment Break*
1115 – 1145	**Auditing Support Process**
1145 – 1230	**Exercise 9: Documented Information**
1230 – 1330	**Auditing Operation**
1330 – 1400	*Lunch Break*
1400 – 1530	**Exercise 10: Auditing Operation**
1530 – 1545	*Refreshment Break*
1545 – 1700	**Auditing Performance Evaluation & Improvement**
1700 – 1720	**Exercise 11: Monitoring, Measurement, Analysis & Evaluation**
1720 – 1740	**Audit Programme**
1740 – 1825	**Exercise 12: Sequencing Audit Activities (Pick Up the Right Card)**
1825 – 1830	**Recap**
1830	*End of Day Two*

Day 3

0930 – 1000	*Review of Key Course Content of the Previous Day*
1000 – 1020	**Exercise-3 PDCA Cycle**
1020 – 1040	**Stage-1 Audit**
1040 – 1100	**Exercise 13: Document Review (Case Study Manual)**
1100 – 1115	*Refreshment Break*
1115 – 1230	**Exercise 13: Document Review (Case Study Manual) (cont'd)**
1230 – 1250	**Audit Plan**
1250 – 1330	**Exercise 14: Planning an Audit**
1330 – 1400	*Lunch Break*
1400 – 1430	**Roles & Responsibilities of Auditors**
1430 – 1530	**Exercise 15: Auditors Roles & Responsibilities**
1530 – 1545	*Refreshment Break*
1545 – 1610	**Audit Checklist**
1610 – 1700	**Exercise 16: Preparing Audit Checklist**
1700 – 1730	**Opening Meeting**
1730 – 1825	**Exercise 17: Opening Meeting**
1825 – 1830	**Recap**
1830	*End of Day Three*

Day 4

0930 – 1000	*Review of Key Course Content of the Previous Day*
1000 – 1030	**Review of Specimen Questionnaire**
1030 – 1100	**Audit Findings**
1100 – 1115	*Refreshment Break*
1115 – 1150	**Audit Findings (cont'd)**
1150 – 1330	**Exercise 18: Audit Role Play (Case Study)**
1330 – 1400	*Lunch Break*
1400 – 1530	**Exercise 19: Identification & Grading of Audit Findings (Case Study)**
1530 – 1545	*Refreshment Break*

1545 – 1600	*Writing an NCR*
1600 – 1700	*Exercise 20: Writing an NCR*
1700 – 1730	*Closing Meeting*
1730 – 1825	*Exercise 21*
1825 – 1830	*Recap*
1830	*End of Day Four*

Day 5

0930 – 1000	*Review of Key Course Content of the Previous Day*
1000 – 1030	*Writing Audit Report*
1030 – 1100	*Exercise 22: Preparation of Audit Report*
1100 – 1115	*Refreshment Break*
1115 – 1330	*Exercise 23: Review of Corrective Action*
1330 – 1400	*Lunch Break*
1400 – 1430	*Review of Specimen Exam Paper*
1430 – 1515	*Final Question / Answers*
1515 – 1530	*Refreshment Break*
1530 – 1730	*IRCA EXAMINATION*
1730 – 1745	*Feedback & Closing Session*
1745	*End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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