



Team Consultants
The Preferred Consultants

Team Consultants (S) Pte Ltd

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The Professional Consultant with over 16 years of proven track records

Here's the course
quality professionals
have been
waiting for!

Dates

☐ 03~07 Aug 2009

Due to unforeseen circumstances that may arise, we reserve the right to re-schedule or cancel the course.

Time

8:30 am – 6:30pm
(Day 1 to Day 5)

Tutor

Registered Lead Auditor & Consultant with more than 10 years of experience.

Course Fee

S\$1,700 per participant (subj. to 7% GST)

Inclusive of training materials, lunch, coffee/tea breaks.

[SDF Approved Course]

CPD Programme: CPD/088/A1B/002
SDU Point Awarded: 40

Venue

To be confirmed

Certificate

Participants will be presented with a certificate upon completion of the course.

ISO 9001:2008 Auditor/Lead Auditor Course

IRCA Course No: A17027 (Course Code: NB-TC 3)

(This course is run in conjunction with Nigel Bauer & Associates)

Introduction

This course is registered with the IRCA and is designed to train potential Auditors / Lead Auditors in the principles and practices of assessment of Quality Management Systems for compliance with recognised national and international standards. The course is delivered over 5 days and is structured to enable participants to achieve defined learning objectives.

Course Objectives

- An understanding of the correct use of terminology and vocabulary as used in ISO 9001, ISO 9004 and ISO 9000
- An understanding of the principles of Quality Management Systems and the 8 Quality Management Principles upon which the ISO 9000 series is based on.
- A detailed understanding of the ISO 9001 Standard and its relationship to ISO 9004 and ISO 9000
- An understanding of the differences between 1st, 2nd and 3rd party audits and the planning of audits in accordance with ISO 19011
- Knowledge of the roles, responsibilities and characteristics of an Auditor
- Knowledge of how to prepare & interpret information, carry out and report the findings of an audit through effective interviewing, observation, sampling and note taking
- Knowledge of how to report the findings of an audit, write factual and value-added reports, follow up and evaluate non-conformities that have been raised during an audit and close them out

Course Outline

- Basic Concepts and Definitions
- Evolution of Quality System Standard
- Quality Management Principles
- Analysis of ISO 9001
- Review of Quality System Documentation
- Audit Preparation & Assessment
- Roles & Responsibilities of Auditor
- Audit Report Writing & Follow Up
- Continual Improvement Concepts
- Syndicate exercises, case studies & examination

Who should attend

- Management Representatives
- Quality Managers / Engineers
- Consultants & Auditors
- This course is equally suitable for personnel wishing to develop audit skills to carry out internal quality audits, supplier or third party assessments

----- Fax your Course Registration to 6298 4277 -----

Name: (1) _____ Designation: _____

(2) _____ Designation: _____

(3) _____ Designation: _____

Company: _____

Address: _____

Contact Person: _____ Designation: _____

Email Address: _____

Telephone: _____ Ext: _____ Fax: _____

Please make cheques payable to "Team Consultants (S) Pte Ltd"

Cancellation Policy: No refund will be made for cancellation received within 14 days or less before commencement of the course. All cancellation shall be made in writing.