

*Do you want to be a Certified Lead Auditor?*

## ISO 9001:2008 SERIES

# IRCA Lead Auditor Training Course

**QATAR QUALITY PLUS  
& MOODY INTERNATIONAL**

*An intensive five-day course meeting the requirements of the  
International Register of Certificated Auditors*

*May 17- 21, 2010*

The aim of this course is to train potential lead auditors and auditors through a training course recognized and approved by the IQA International Register of Certificated Auditors.

The course will provide participants with knowledge and skills in assessment techniques (and personal communication skills) required to carry out quality assessments.

**YES, I am interested!**  
(Please tick in box)

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Fill the above details and fax to  
**(+974) 4383838**

This program is for -

- ✓ Management Representatives
- ✓ Senior and Middle Managers
- ✓ QA/QC Managers
- ✓ Internal Auditors
- ✓ Consultants
- ✓ Students
- ✓ Anyone seeking a career in auditing

Any candidate who wants to be registered as  
auditor / lead auditor with International Register  
of Certificated Auditors (IRCA)

**"LIMITED SEATS! BOOK NOW!"**



## INTRODUCTION

Moody International Certification is a major UK based Certification, Inspection and Training Group whose operations currently extend to over 50 countries. The Group has been operating since 1911, and offers worldwide inspection, procurement, quality certification, expediting and technical secondment services.

Moody International currently offers the following product range. Product being defined as training course or seminar:-

- A. **IRCA registered Auditor / Lead Auditor Training Course to ISO 9001.**
  - \* Quality system ISO 9001 workshops and seminars on a range of subjects are also available upon request.
- B. IRCA registered Internal Quality Auditor Training for ISO 9001
- C. Auditing skills to OHSAS 18001 suitable for external auditors – 5 Day Auditor/Lead Auditor Course and 3 Day Auditor Conversion Course. The courses are approved by IRCA, and as such will meet the training requirements of individuals seeking Auditor registration
- D. EMS Auditor / Lead Auditor Course for ISO 14001.
- E. ISMS – Information Security Management Systems 3 Day Conversion Course.
- F. 3 Day HACCP Food Safety Conversion Course and 5 Day HACCP Food Safety Auditor/Lead Auditor Course.
- G. Distance learning courses for those individuals interested in learning but preferring to study away from the work environment.
  - 1) “Understanding the ISO 9001 Requirements”
  - 2) “Understanding the ISO14001 Requirements”
  - 3) “Understanding the QS9001 Requirements”
- H. Quality tools and disciplines for use in management systems.

The training courses are presented by qualified professionals who have held management positions in a variety of businesses and who are experienced trainers, professional auditors, and consultants with an understanding of national and international management system specifications.

Moody International is well established in the world training market having recognized the need and the opportunities presented by the rapid changes taking place in Europe, Middle East, Far East, Africa, North and South America. The Company now has active contracts throughout these areas and also has plans for further expansion into other countries where the Group is already active.

Overseas training is offered by “local” trainers familiar with the local cultural needs of delegates, trained by the UK office and working to generic quality procedures. Courses are presented in English or, in many cases, the local language.



## ISO 9001:2008 LEAD AUDITORS COURSE

- Duration:** Five Days
- Accreditation:** IRCA Reference IPC 17072
- Intended for:** Management Representatives, Senior and Middle Managers, QA/QC Managers, Internal Auditors, Consultants, Students. Any candidate who wants to be registered as auditor / lead auditor with International Register of Certificated Auditors (IRCA).
- Aim:** To provide training for potential Lead Auditors and Auditors through training course recognised and approved by IRCA and to provide delegates with the knowledge and skills in assessment techniques to carry out quality assessments.
- Objectives:** At the end of the course the delegate will have:-
- Sufficient knowledge to prepare for, carry out, report on and follow up an audit.
  - Undergone training recognized by the International Register of Certificated Audit (IRCA) for persons wishing to become Auditors or Lead Auditors.
  - The ability to present data and information gained during an audit.
  - The knowledge to advise the organization on the preparation required prior to second or third party audits
- Content:**
- Introduction to Quality and ISO 9001. Types of Audits.
  - Understanding the ISO 9001 Requirements - Pre-Audit Management.
  - Desktop Audit/Quality Manual Review – Audit Programming.
  - Conducting an Opening Meeting.
  - Audit methods and Techniques. Writing the Audit Report.
  - Syndicate Presentations. Audit Design Activities.
  - Quality Audit Process. Raising Non-Conformances.
  - Conducting a Closing Meeting – Auditor Code of Conduct.
  - Audit Follow up Actions – Lead Auditor Management Responsibilities.
  - IRCA Auditor Registration Scheme – Clearance of Non-Conformance Reports.
  - IRCA Examination



## PROPOSED DATE FOR THE COURSE

17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> May 2010.

## METHODOLOGY

The course is designed to provide a comprehensive learning package through the use of formal lectures, individual exercises, interactive exercises, case studies, role playing, etc. Syndicate exercises on ISO 9001:2008 standard will be covered to provide appropriate interpretation of the requirement. Each participant will receive a training manual, which documents all aspects of the course.

## FACULTY

Moody International trainers are auditors, business improvement specialists, consultants, industry experts as well as trainers who have been exposed to a wide range companies and industries in Dubai and other overseas markets. They develop and deliver courses for both public & in-house training, thus bringing along firsthand experience and knowledge to the delegates.

## WHO SHOULD ATTEND

Organizations in the process of implementing or integrating to ISO 9001:2008 Quality Systems Standard, preparing for certification to ISO 9001:2008 and those desirous of understanding System Audits for improving their operations will be benefited from participation. Management Representatives, Senior and Middle level executives, QA/QC Managers, Safety Officers, Internal Auditors, Consultants, and MBA Students will find the training useful. Participants successfully completing this course will become eligible for registration with IRCA, UK.

## VENUE & TIMINGS

Doha, Qatar- Exact address of the venue shall be intimated after confirmation of registration.

Daily Classes from 8.30 AM to 6.30 PM.

## FEE

**US\$ 2,000/- per participant.** Fee includes Breakfast, Lunch, Tea/Coffee and all course related documents.

The fee should be Demand Draft / Cash / Cheque or Bank payable to **"Qatar Quality Plus QIB"**.

40% of the course fee will be charged in case of any cancellations.

Accommodation for participants outside Qatar can be arranged upon request at an additional cost.



## HOW TO REGISTER

Number of seats being limited to 10, registration will be made on first come first served basis with course fee. Please register early to avoid disappointment.

Complete the registration form attached at the end of this brochure and fax to (+974) 4383838 or email to [rajiv@qatarqualityplus.com](mailto:rajiv@qatarqualityplus.com) or [manish.sharma@qatarqualityplus.com](mailto:manish.sharma@qatarqualityplus.com). Registration will be accepted after receipt of form and full course fees.

## RECOGNITION & CERTIFICATE

The course is registered with IQA – IRCA – UK and meets the training requirements for individuals seeking registration as Auditor – Lead auditor with IRCA / IATCA.

A Certificate of successful completion of the course will be issued to those delegates who satisfactorily complete the continuous assessment and written examination. However, delegates who do not qualify either in continuous assessment or the written examination will be given certificate of attendance only. Such delegates can re-sit in any subsequent written examination within a period of 12 months from the date of this examination subject to condition that he/she has satisfactorily completed continuous assessment. A delegate failing in continuous assessment has to attend the complete course again.

Look forward to your participation in Moody International and Qatar Quality Plus's educational endeavours.



## REGISTRATION FORM

NAME	
COMPANY	
DESIGNATION	
EDUCATIONAL DETAILS	
TRAINING TYPE	ISO 9001:2008 LEAD AUDITOR TRAINING COURSE
TRAINING DATES	17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , and 21 <sup>st</sup> May 2010

**MODE OF PAYMENT & SUPPORTING DETAILS :**

Demand Draft / Cash / Cheque / Bank Transfer payable to **"Qatar Quality Plus QIB"** Date: \_\_\_\_\_

Drawn on \_\_\_\_\_ Amount : \_\_\_\_\_

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Signatory		
Designation		
Signature		
Date		

Company Stamp

Complete this form and fax to (+974) 4383838 or email to [rajiv@qatarqualityplus.com](mailto:rajiv@qatarqualityplus.com) or [manish.sharma@qatarqualityplus.com](mailto:manish.sharma@qatarqualityplus.com)