Certified Quality Auditor

Duration: 5 Days

Language: en

Course Code: PF1-158

Objective

Upon completion of this course, participants will be able to:

- Understand the role and responsibilities of a Certified Quality Auditor.
- Learn how to plan, conduct, and document quality audits effectively.
- Develop skills in using auditing tools and techniques to gather and analyse data.
- Gain knowledge of quality standards, regulations, and compliance requirements.
- Learn to identify non-conformities and recommend corrective actions.
- Build the ability to follow up on audit findings and contribute to continuous improvement efforts.

Audience

This course is intended for:

- **Quality Professionals** : Individuals involved in quality assurance, quality control, and quality management looking to formalise their auditing skills.
- **Internal Auditors** : Professionals responsible for conducting internal audits within their organisation to ensure compliance with quality standards.
- **Compliance Officers** : Those tasked with monitoring and ensuring regulatory and industry standards adherence.
- **Process Managers** : Individuals responsible for overseeing operational processes and implementing continuous improvement strategies.
- **Supplier Auditors** : Professionals conducting audits on suppliers to ensure they meet organisational quality requirements.

- **Aspiring Auditors** : Those pursuing certification as a Certified Quality Auditor and seeking to enhance their career prospects in quality management.

Training Methodology

The course combines theoretical learning with hands-on practice to ensure participants are well-prepared for real-world auditing scenarios:

- **Instructor-Led Lectures** : Experienced auditors will provide in-depth instruction on quality auditing principles, tools, and techniques.
- **Interactive Group Discussions** : Participants will discuss auditing challenges, compliance requirements, and best practices.
- **Case Study Analysis** : Real-life audit cases will be analysed to demonstrate successful auditing practices and highlight common pitfalls.
- **Practical Exercises** : Through role-playing and simulated audits, participants will practice planning, conducting, and reporting on audits, gaining valuable experience.
- **Audit Tools Demonstration** : Participants will receive hands-on training with audit tools, checklists, and statistical methods to enhance their technical auditing skills.
- **Assessments and Feedback** : Periodic quizzes and self-assessment exercises will help participants gauge their understanding, and feedback will be provided for continuous improvement.

Summary

A Certified Quality Auditor (CQA) is a professional responsible for evaluating an organisation's quality systems to ensure compliance with established standards and regulations. The "Certified Quality Auditor Training" course is designed to provide participants with the knowledge and skills required to conduct effective quality audits, identify non-conformities, and recommend corrective actions that drive continuous improvement. This course equips participants with a thorough understanding of auditing principles, techniques, and standards applicable to various industries, such as ISO 9001, ISO 14001, EFQM and more.

The course covers essential topics, including planning and conducting audits, gathering evidence, using audit tools, reporting findings, and following up on corrective actions. Additionally, participants will learn how to apply different audit methodologies, such as internal audits, external audits, and supplier audits. They will explore the critical role of auditors in promoting quality assurance, compliance, risk management, and organisational efficiency.

This training prepares individuals to perform audits with integrity, objectivity, and professionalism through a blend of theoretical knowledge and practical exercises. By the end of the course, participants will be prepared to pursue certification as Quality Auditors and contribute to their organisation's quality management efforts. This training is ideal for quality professionals, auditors, compliance officers, and anyone involved in quality assurance processes.

Course Content & Outline

Section 1: Introduction to Quality Auditing

- What is Quality Auditing and Its Importance in Quality Management
- Overview of Quality Auditor Roles and Responsibilities
- Key Standards and Regulations: ISO 9001, ISO 14001, etc.
- Types of Audits: Internal, External, Supplier, and Process Audits

Section 2: Planning the Audit

- Understanding the Scope and Objectives of an Audit
- Developing an Audit Plan and Checklist
- Selecting and Preparing the Audit Team
- Risk-Based Auditing: Focusing on High-Impact Areas

Section 3: Conducting the Audit

- Opening Meetings: Setting the Stage for a Successful Audit
- Gathering Evidence: Interviews, Document Reviews, and Observations
- Using Audit Tools: Checklists, Questionnaires, and Sampling Techniques
- Ensuring Objectivity and Impartiality During Audits

Section 4: Analysing Audit Findings

- Identifying Non-Conformities, Observations, and Opportunities for Improvement
- Classifying Non-Conformities Based on Severity and Impact
- Root Cause Analysis: Understanding the Underlying Causes of Non-Conformities

- Using Statistical Methods for Data Analysis (e.g., Pareto Charts, Control Charts)

Section 5: Reporting Audit Results

- Documenting Findings: Writing Clear and Concise Audit Reports
- Providing Recommendations for Corrective and Preventive Actions
- Communicating Results to Management and Stakeholders
- Conducting Closing Meetings to Discuss Audit Outcomes

Section 6: Follow-up and Continuous Improvement

- Monitoring and Tracking Corrective Actions
- Conducting Follow-Up Audits to Verify Implementation and Effectiveness
- Promoting a Culture of Continuous Improvement Within the Organisation
- Best Practices for Maintaining Compliance and Quality Standards

Section 7: Case Studies and Practical Applications

- Analysing Real-World Audit Scenarios and Challenges
- Applying Audit Techniques to Different Industries and Contexts
- Role-Playing Exercises: Conducting Simulated Audits and Reporting Findings

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Banking and Finance, Finance, Accounting & Budgeting, Quality & Productivity

Tags

Quality Management, Quality Auditor, Quality Audit

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