



Lead Auditor Training (3 days)

Course Objectives

This course builds upon the learning from the two day Management Systems Auditing course. This course is focussed on Supplier/sub-contractor audits conducted as part of a team.

Competency Units covered in this course are:

BSBAUD501 Initiate a quality audit

BSBAUD503 Lead a quality audit

Overview of this training program

This training program covers the competencies required to conduct management systems audits in accordance with the requirements specified within the AS/ISO 19011:2011 Guidelines for auditing management systems.

Pre-requisites

The Management Systems Auditing two-day course presented by Gray Management Systems or any other equivalent course covering the following two units is a pre-requisite to attend this course.

BSBAUD402 Participate in a quality audit

BSBAUD504 Report on a quality audit

Note: The Statement of Attainment provided as credit for the pre-requisite must be no more than five years older than the enrolment date for this course.

This training course covers the skills and knowledge required to participate in, initiate, lead and report on audits as part of an audit team. The types of audits may include external or internal systems and process audits.

The process includes reviewing designated documentation, developing checklists and audit related documentation, preparing checklists, gathering, analysing and evaluating information and reporting the findings to the audit client as a team member or lead auditor. It applies to individuals with a broad knowledge of the quality auditing environment.

Criteria for applicable audits may be quality standards such as ISO 9001, VET standards applicable to RTOs, Utility regulations, Aged Care standards, Hospital quality of care standards, standards related to disability service providers, Aviation regulation etc.

This training program covers the following essential outcomes from BSBAUD501 & BSBAUD503

Assess quality audit scope and objectives

Communicate with auditee regarding proposed audit

Identify resources required to conduct an audit

Develop and submit an audit plan

Prepare audit team

Review auditee documentation

Identify and prepare checklists and audit related documentation

Conduct entry/opening meeting

Identify and gather information

Manage audit team resources

Conduct exit/closing meeting

Guide team members in continuously improving their performance

This training program covers additional required audit activities as outlined in AS/ISO 19011—Guidelines for auditing management systems

Awareness of other management system standards

Awareness of AS/ISO 17021 Conformity assessment—requirements for bodies providing audit & certification

Auditing terms & definitions

Audit types

Communication skills for audit situations

Process Based Auditing

Questioning skills for audit situations

Competence & evaluation of auditors

This course aims to provide students with the:

- Knowledge of how to apply the practices and principles of auditing as prescribed by AS/ISO 19011:2011 – guidelines for management systems auditing.
- Skills to plan, prepare, conduct, lead, and report on an audit

Diploma of Quality Auditing

This training program is provided as part of the Diploma of Quality Auditing (BSB51615) which covers the following units of competency:

BSBAUD402 Participate in a quality audit

BSBAUD501 Initiate a quality audit

BSBAUD503 Lead a quality audit

BSBAUD504 Report on a quality audit

BSBR501 Manage risk

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

BSBPMG513 Manage project quality

Course Facilitator Geoff Gray Registered Lead Auditor

Geoff has a wealth of compliance experience starting with 20 years in the State Electricity Commission, 7 years as the Managing Director of an international consulting/ auditing company and currently 19 years as Director as of his own Registered Training Organisation specialising in the training of compliance auditors. Clients include Jemena, TasNetworks, Qantas, Bureau of Meteorology, Biosecurity Victoria, Victoria Police, Cabrini, several certification agencies and many more. A full list of clients can be found on the website.

www.grayms.com.au

geoff@grayms.com.au

0417353182