

€ TRAINING

PECB ISO 9001 and ISO 37301 Lead Auditor





PECB ISO 9001 and ISO 37301 Lead Auditor

Introduction:

This program is designed to prepare participants for the certification exam only.

The PECB ISO 9001 And ISO 37301 Lead Auditor Training Program provides comprehensive training on auditing quality management systems QMS and compliance management systems CMS according to PECB standards. It empowers participants with the capabilities to enhance organizational performance and achieve excellence in quality and compliance management within the PECB framework.

Program Objectives:

At the end of this program, participants will be able to:

- Understand and interpret the requirements of PECB ISO 9001 and ISO 37301 standards.
- Plan, conduct, report, and follow up on audits effectively within the PECB framework.
- Identify non-conformities related to both QMS and CMS in accordance with PECB methodology.
- Develop and implement corrective action plans to address audit findings as per PECB guidelines.
- Promote continuous improvement within integrated management systems under the PECB framework.
- Interpret the requirements of ISO 37301 in the context of a CMS audit.
- Act with due professional care during an audit.
- Prepare for the certification exam.

Targeted Audience:

- Quality assurance managers and coordinators seeking PECB certification.
- Compliance officers and managers aiming for PECB accreditation.
- Internal auditors specializing in quality management and compliance within the PECB framework.
- Risk management professionals pursuing PECB certification.
- Professionals involved in implementing and maintaining integrated management systems under the PECB framework.

Program Outlines:

Unit 1:

Introduction to PECB ISO Standards and Lead Auditing:

- Overview of PECB ISO 9001 and ISO 37301 standards and their significance.
- Understanding the role and responsibilities of a lead auditor within the PECB framework.
- Key principles and concepts of quality management and compliance as per PECB standards.
- Relationship between PECB ISO 9001 and ISO 37301 standards.

Unit 2:

Quality Management System QMS Requirements According to PECB:

- Detailed exploration of PECB ISO 9001 requirements and clauses.
- Understanding the Plan-Do-Check-Act PDCA cycle in QMS according to PECB standards.
- Documenting processes and procedures aligned with PECB ISO 9001 standards.
- Implementing risk-based thinking in quality management under the PECB framework.
- Integrating PECB ISO 37301 requirements into the QMS framework.

Unit 3:

Compliance Management System CMS Requirements According to PECB:

- Detailed exploration of PECB ISO 37301 requirements and clauses.
- Understanding the compliance management framework as per PECB standards.
- Documenting compliance processes and controls aligned with PECB ISO 37301.
- Implementing a risk-based approach to compliance management according to PECB standards.
- Integrating PECB ISO 9001 requirements into the CMS framework.

Unit 4:

Planning and Preparation for PECB Audits:

- Developing an audit plan based on PECB ISO 9001 and ISO 37301 requirements.
- Identifying audit scope, objectives, and criteria within the PECB framework.
- Gathering necessary documentation and resources for the audit in alignment with PECB standards.

- Conducting risk assessments to prioritize audit activities according to PECB methodology.
- Establishing communication channels with auditees and stakeholders as per PECB guidelines.

Unit 5:

Conducting PECB Audits:

- Techniques for effective audit planning and scheduling within the PECB framework.
- Conducting opening meetings and establishing rapport with auditees according to PECB standards.
- Collecting and evaluating audit evidence to determine conformity as per PECB methodology.
- Identifying non-conformities related to both QMS and CMS under the PECB framework.
- Communicating audit results objectively and professionally in accordance with PECB guidelines.

Unit 6:

Reporting and Follow-up in PECB Audits:

- Preparing clear and concise audit reports reflecting audit findings in compliance with PECB requirements.
- Communicating audit conclusions and recommendations to relevant stakeholders as per PECB standards.
- Developing corrective action plans for addressing non-conformities in alignment with PECB guidelines.
- Monitoring and verifying the implementation of corrective actions according to PECB methodology.
- Conducting follow-up audits to ensure sustained compliance and improvement as per PECB standards.

Unit 7:

Leadership and Communication Skills for PECB Lead Auditors:

- Developing effective leadership skills for lead auditors within the PECB framework.
- Techniques for conducting interviews and gathering information as per PECB methodology.
- Building effective communication channels with auditees and stakeholders in alignment with PECB standards.
- Resolving conflicts and managing challenging audit situations according to PECB guidelines.
- Providing constructive feedback to auditees and team members in compliance with PECB requirements.

Unit 8:

Audit Team Management and Coordination in PECB:

- Selecting and organizing audit teams based on expertise and experience within the PECB framework.
- Assigning roles and responsibilities within the audit team in alignment with PECB standards.
- Coordinating audit activities and managing audit schedules according to PECB methodology.
- Ensuring effective teamwork and collaboration during audits as per PECB guidelines.
- Providing guidance and support to audit team members in compliance with PECB requirements.

Unit 9:

Continuous Improvement in PECB Auditing Practices:

- Utilizing audit findings to enhance the effectiveness of QMS and CMS within the PECB framework.
- Promoting a culture of continuous improvement within the organization in alignment with PECB standards.
- Implementing lessons learned from audit experiences according to PECB methodology.
- Engaging in professional development opportunities to enhance auditing skills within the PECB framework.
- Contributing to the ongoing improvement of audit processes and practices in compliance with PECB guidelines.

Unit 10:

Integration and Harmonization of QMS and CMS within the PECB Framework:

- Strategies for integrating PECB ISO 9001 and ISO 37301 requirements.
- Identifying synergies between quality management and compliance within the PECB framework.
- Implementing integrated audit approaches for QMS and CMS in accordance with PECB methodology.
- Ensuring consistency and alignment between QMS and CMS frameworks as per PECB standards.
- Leveraging integrated management systems to enhance organizational performance within the PECB framework.
- Preparation for the certification exam.

Note: This program is designed to prepare participants for the certification exam only.