



CONDUCT AUDITS OF THE QUALITY MANAGEMENT SYSTEM

Unit Standard: 263400



Course Information



Qualification Title	National Certificate: Quality Management Systems
Course Name	Conduct Audits of The Quality Management System
Course Level	5
Course Credits	10
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

The course allows delegates to understand the relevant skills ability to demonstrate the audit process and the types of audit processes.

This highly interactive and practical course is designed to provide delegates with a sound knowledge of all elements involved in Quality Management System practice or profession to:

- Demonstrate knowledge of auditing the quality of management systems.
- Plan and prepare for an audit.
- Conduct audits.
- Finalise an audit.

Quality Management System

Who Should Attend?	<ul style="list-style-type: none"> Intended for persons working in an audit business environment, or those required to audit and participate in activities related to the auditing of Quality Management Systems.
Course Objectives	<ul style="list-style-type: none"> The fundamental objective of the course is to ensure delegates are competent in planning, preparing for, and conducting Quality Management System audits.
Benefits	<p>Benefits of this course include learning to:</p> <ul style="list-style-type: none"> Compile an audit report. Expand knowledge and understanding of audit activities. Write professional audit reports. Provide effective feedback within departments.

Course Content

Course Modules	<p>Course modules consist of:</p> <ol style="list-style-type: none"> The characteristics of an auditor are described to ensure effective auditing performance during the auditing process. Principles of auditing and reasons for conducting audits are explained to achieve a common understanding of the purpose of an audit. Types of audits are identified and explained to ensure a systematic understanding of the auditing process. Criteria for the different types of audit are explained to ensure the correctness of the audit being conducted. An audit is scoped, planned, and scheduled according to requirements. An audit checklist is compiled to ensure that relevant criteria are addressed. All parties involved in the audit process are notified of the audit itinerary or audit plan. Audit documentation is prepared according to requirements. An opening meeting is conducted to discuss audit scope, objectives and methodology. The ability to apply the evidence-based approach of auditing is demonstrated to ensure that objective evidence is verifiable. Audit activities are conducted according to audit requirements.
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12. Documentation applicable to the scope of the audit is reviewed for conformance to system requirements.
13. Audit evidence is evaluated against the criteria to determine conformity.
14. Findings of the audit are formulated based on objective evidence.
15. Corrective and preventive actions are proposed to achieve conformity.
16. Audit findings from audit areas are collated and consolidated in preparation for writing a report.
17. A closing meeting is conducted to discuss the audit and obtain an agreement on corrective action.
18. The formal written report is prepared and approved before distribution to all parties to ensure accuracy and obtain consensus.
19. Follow-up procedures are proposed to verify the closeout of non-conformances.

Certification and Assessments

All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWISE

Who are we?

World Wide Industrial & Systems Engineers (WWISE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.