



When Quality Matters



CCQM Certified ISO 9001 Lead Auditor

Master the Audit of Quality Management Systems (QMS) based on ISO 9001

Why should you attend?

ISO 9001 Lead Auditor training enables you to develop the necessary expertise to perform a Quality Management System (QMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a “CCQM Certified ISO 9001 Lead Auditor” credential. By holding a CCQM Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.



Who should attend?

- Auditors seeking to perform and lead Quality Management System (QMS) certification audits
- Managers or consultants seeking to master a Quality Management System audit process
- Individuals responsible for maintaining conformance with QMS requirements
- Technical experts seeking to prepare for a Quality Management System audit
- Expert advisors in Quality Management

Course agenda

Duration: 5 days

Day 1 | Introduction to Quality Management Systems (QMS) and ISO 9001

- Course objectives and structure
- Standards and regulatory frameworks
- Certification process
- Fundamental principles of Quality Management Systems
- Quality Management Systems (QMS)

Day 2 | Audit principles, preparation and launching of an audit

- Fundamental audit concepts and principles
- Evidence based audit approach
- Initiating the audit
- Stage 1 audit
- Preparing the stage 2 audit (on-site audit)
- Stage 2 audit (Part 1)

Day 3 | On-site audit activities

- Stage 2 audit (Part 2)
- Communication during the audit
- Audit procedures
- Creating audit test plans
- Drafting audit findings and non-conformity reports

Day 4 | Closing the audit

- Documentation of the audit and the audit quality review
- Closing the audit
- Evaluating action plans by the auditor
- Benefits of the initial audit
- Managing an internal audit program
- Competence and evaluation of auditors
- Closing the training

Day 5 | Certification Exam



Learning objectives

- Understand the operations of a Quality Management System (QMS) based on ISO 9001
- Acknowledge the correlation between ISO 9001, ISO 9004 and other standards and regulatory frameworks
- Understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- Learn how to lead an audit and audit team
- Learn how to interpret the requirements of ISO 9001 in the context of a QMS audit
- Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

Examination

Duration: 3 hours

The "CCQM Certified ISO 9001 Lead Auditor" exam fully meets the requirements of the CCQM Examination and Certification Programme (ECP). The exam covers the following competency domains:

- Domain 1** | Fundamental principles and concepts of a Quality Management System (QMS)
- Domain 2** | Quality Management System (QMS)
- Domain 3** | Fundamental audit concepts and principles
- Domain 4** | Preparation of an ISO 9001 audit
- Domain 5** | Conducting an ISO 9001 audit
- Domain 6** | Closing an ISO 9001 audit
- Domain 7** | Managing an ISO 9001 audit program

For more information about exam details, please visit [Examination Rules and Policies](#).



Certification

After successfully completing the exam, you can apply for the credentials shown on the table below. You will receive a certificate once you comply with all the requirements related to the selected credential.

For more information about ISO 9001 certifications and the CCQM certification process, please refer to the [Certification Rules and Policies](#).

Credential	Exam	Professional experience	QMS audit experience	Other requirements
CCQM Certified ISO 9001 Provisional Auditor	CCQM Certified ISO 9001 Lead Auditor exam or equivalent	None	None	Signing the CCQM Code of Ethics
CCQM Certified ISO 9001 Auditor	CCQM Certified ISO 9001 Lead Auditor exam or equivalent	Two years: One year of work experience in Quality Management	Audit activities: a total of 200 hours	Signing the CCQM Code of Ethics
CCQM Certified ISO 9001 Lead Auditor	CCQM Certified ISO 9001 Lead Auditor exam or equivalent	Five years: Two years of work experience in Quality Management	Audit activities: a total of 300 hours	Signing the CCQM Code of Ethics
CCQM Certified ISO 9001 Master	CCQM Certified ISO 9001 Lead Auditor exam or equivalent and CCQM Certified ISO 9001 Lead Implementer exam or equivalent	Ten years: Six years of work experience in Quality Management	Audit and Project activities: a total of 500 hours each	Signing the CCQM Code of Ethics

General information

- Certification fees are included on the exam price
- Training material containing over 450 pages of information and practical examples will be distributed
- A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued
- In case of exam failure, you can retake the exam within 12 months for free