SQT

TRAINING THAT DEVELOPS
REAL CAPABILITY











ISO 9001 Lead Auditor (QMS) - CQI and IRCA Certified

Q011

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This course is based on ISO 9001:2026. We will provide guidance on the changes from ISO 9001:2015 and what they may mean for organisations during the course.

Effective auditing is about much more than checking compliance. This intensive five-day course develops the knowledge, practical skills and professional judgement learners need to plan, conduct, lead and report effective Quality Management System audits based on ISO 9001 while applying recognised auditing principles and guidance.

The programme takes learners through the complete audit journey from establishing objectives, scope and criteria through planning, evidence gathering, interviewing, evaluating findings, reporting and follow-up. Through expert facilitation, accelerated learning techniques, team exercises and realistic audit scenarios, learners practise the skills required to lead audits with confidence and use the audit process to identify meaningful opportunities for improvement.

Please note: Prior knowledge of ISO 9001 and the process-based approach to quality management is highly recommended.

Duration & Price

Duration: 5 days
Public Virtual Training: £930 + £65 fees
Delivery mode: This programme is available In-Company, and via Public Virtual Training

Dates & Locations

Date	Venue	
03-04 & 07-09 Dec 2026	Virtual	Book Date
14-15 & 18-20 Jan 2027	Virtual	Book Date
04-05 & 08-10 Mar 2027	Virtual	Book Date
13-14 & 17-19 May 2027	Virtual	Book Date

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

This intensive five-day programme combines an in-depth exploration of Quality Management Systems with practical development of auditing and audit leadership skills. Learners work through the complete audit process and practise interpreting the application of ISO 9001 requirements within realistic auditing situations.

Auditing Principles and Practice

- Origins and background of management systems
- Principles of auditing that support confidence in the audit and certification process
- The role of auditing in organisational improvement
- Adding value through effective auditing
- Auditor and lead auditor roles and responsibilities
- First, second and third-party audit contexts
- Establishing audit objectives, scope and criteria
- Audit planning and preparation
- Developing audit plans and checklists
- Opening meetings, audit team meetings and closing meetings
- Communication with auditees
    - Interviewing and questioning techniques
- Gathering and verifying objective evidence
- Evaluating audit evidence
- Categorising and documenting audit findings
- Writing clear and defensible nonconformities
- Audit reporting and meaningful feedback
- Audit follow-up and corrective action

QMS Auditing

- The role and importance of the customer
- Quality management principles
- QMS terminology and concepts
- Applying the process approach
- Process-based auditing
- QMS documentation requirements
- Internal audit programmes
- Implementing and maintaining a QMS
- Correction and corrective action
- Supporting continual improvement through auditing
- Translating ISO 9001 requirements into audit evidence

The programme is intensive and highly participative. Learners work individually and in teams and are expected to contribute actively to exercises, audit scenarios, discussions and feedback throughout the five days.

Who should participate?

This programme is designed for learners who want to develop the knowledge, practical auditing skills and confidence required to plan and lead QMS audits. It is suitable for those beginning their lead auditor development as well as experienced auditors who want to strengthen and formalise their approach.

The course is particularly relevant for:

- **Internal Auditors:** Individuals who want to progress towards planning and leading more complex QMS audits
- **Second-Party Auditors:** Those responsible for auditing contractors, suppliers or other external providers
- **Audit Programme Managers and Coordinators:** Professionals responsible for planning, managing or overseeing an organisational audit programme
- **Quality Managers:** Those with responsibility for QMS performance, assurance, compliance or improvement
- **Health and Safety and Environmental Professionals:** Those whose responsibilities include management system auditing and who want to develop broader auditing capability
- **Experienced Audit Team Members:** Auditors seeking to progress into audit team leader responsibilities
- **Developing Auditors:** Individuals seeking to consolidate practical auditing experience through structured and intensive training

The programme supports learners who want to conduct audits that are structured, evidence-based and focused on both management system effectiveness and improvement.

*Successful completion of this CQI and IRCA certified ISO 9001 Lead Auditor (QMS) Training course will satisfy the training requirements for CQI and IRCA certification to all grades of Quality Management System Auditor, however, additional requirements apply. Please see CQI and IRCA website http://www.quality.org/IRCA-grades

What will I learn?

On successful completion of this course, learners will be able to:

- Interpret ISO 9001 requirements in the context of Quality Management System auditing
- Plan and lead QMS audits using a process-based approach and recognised auditing principles
- Develop focused audit plans, checklists and work documents appropriate to the audit objectives, scope and criteria
- Apply effective questioning, interviewing, observation and active listening techniques to gather objective evidence
- Evaluate audit evidence and develop clear, accurate and defensible audit findings and nonconformities
- Lead audit activities and communicate effectively with audit team members, clients and auditees throughout the audit process
- Produce meaningful audit reports and follow up audit outcomes to support corrective action and continual improvement

By completing realistic audit activities throughout the programme, learners develop the practical capability and confidence to move beyond understanding how an audit works and take an active role in leading effective audits.

What are the entry requirements?

There are no formal prerequisites for attending this programme. The course is structured to support learners with different levels of auditing experience and develop a consistent level of knowledge and practical capability.

However, prior knowledge or awareness of the following is highly beneficial:

- ISO 9001 requirements
- Quality Management Systems
- General management system concepts

Learners who require additional preparation can access SQT's Foundation course at a discounted rate before attending.

Learners who have access to a copy of ISO 9001 should bring it to the course for use during training activities.

English Language Competency

A good standard of written and spoken English is important to engage effectively with this programme.

How will I be assessed?

Assessment combines continuous evaluation throughout the five-day programme with an open-book online examination following the course. This approach assesses both the learner's practical application of auditing skills and their understanding of the principles and knowledge covered.

Assessment consists of:

- **Continuous assessment:** 70% pass mark
- **Open-book online examination:** 50% pass mark

Continuous Assessment

Learners are assessed throughout the course through practical activities, facilitated exercises and participation. Activities include:

- Role-playing realistic audit scenarios
- Participating in case study exercises
- Planning and preparing audit activities
- Gathering and evaluating audit evidence
- Developing audit findings and nonconformities
- Participating actively in discussions and question sessions
- Demonstrating effective communication and audit leadership behaviours
- Individual contributions evaluated by the tutor

Full attendance and active participation are required for successful completion. Learners receive confidential feedback on their individual performance during the programme.

Open-Book Online Examination

Learners have 30 days from the final day of training to complete the online examination. The examination assesses the learner's ability to interpret information and apply auditing knowledge to practical situations.

Question formats include:

- Multiple-choice questions
- Matching and sequencing activities
- Scenario-based audit tasks
- Audit planning and decision-making situations
- Evaluation of realistic audit cases and selection of appropriate actions

Learners are provided with 24 practice questions towards the end of the course to help them become familiar with the examination format.

The final examination is computer-marked and open book. Learners may use their course notes and a copy of the ISO 9001 standard in paper or electronic format. Internet use during the examination is not permitted.

Learners should review the relevant IT requirements for the examination platform before beginning the course. A reliable internet connection, supported browser and suitable quiet environment are required.

Exam results will be issued 7 weeks after course completion.

How do we train and support you?

This programme uses a practical, facilitated learning approach designed to develop confidence through active participation. Accelerated learning techniques, realistic audit scenarios, case studies, role play, group exercises and tutor feedback allow learners to practise auditing techniques rather than simply hear about them.

Support includes:

- Pre-training consultation to understand learner and organisational requirements
- Customised course content for In-Company delivery where appropriate
- Integration of organisation-specific examples such as Quality Policies, audit procedures and QMS documentation for In-Company courses
- Realistic audit scenarios and case studies
- Practical role-playing exercises
- Individual and team-based learning activities
- Comprehensive course materials for reference during and after training
- Practice examination questions to support assessment preparation
- Individual feedback on performance during the programme
- Guidance and support from experienced and active auditors
- Opportunities to discuss real auditing challenges with subject matter experts

Class sizes are limited to **10 learners** (Virtual) and **12 learners** (On-Site) to support participation, personalised learning and individual feedback.

The intensive and interactive training style gives learners repeated opportunities to apply their knowledge, receive feedback and build the confidence required to lead audits effectively.

Programme accreditation

This programme is CQI and IRCA certified and is delivered in association with CQI and IRCA Approved Training Partner Bywater - PR381 - Course ID: 2914

It is designed to meet the relevant training requirements for QMS Auditor development.

Recognised as meeting the relevant training requirements for CQI and IRCA QMS Auditor certification subject to applicable additional criteria

The value of the programme extends beyond certification. Its primary focus is developing the practical auditing knowledge, professional judgement, communication skills and confidence learners need to contribute effectively as auditors and lead audit teams.

Learners interested in CQI and IRCA auditor registration requirements should consult CQI and IRCA directly for the current eligibility criteria and registration requirements.

How can you progress?

Completion of this programme provides a strong foundation for learners who want to deepen their management system auditing expertise or develop capability across additional standards.

Progression opportunities include:

- EMS Lead Auditor (ISO 14001)
- OHSMS Lead Auditor (ISO 45001)
- EnMS Lead Auditor (ISO 50001)
- Further management system and professional auditor development

Developing capability across additional management system standards can broaden a learner's auditing expertise and support progression towards more complex audit, assurance and management system responsibilities.

Tutors



John Collins
View Profile



Shane Curran
View Profile

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



Click Here

SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer

QQI AWARD | IEMA APPROVED | CompEx Part of the JTL Group | FSPCA FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE | CQI IRCA APPROVED TRAINING PARTNER | Chartered Institute of Environmental Health

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