

# APEX MANAGEMENT SYSTEMS - CONSULTANTS

## COURSE PROGRAMME ISO 9001 - LEAD AUDITORS' WORKSHOP

DAY ONE	MONDAY
0830 – 0900	Introductions and Registration
0900 – 1030	Course overview
<b>1030 – 1100</b>	<b>Health Break</b>
1100 – 1230	Terminologies and principles of auditing
1230 – 1300	Auditor qualifications
<b>1300 – 1400</b>	<b>Lunch Break</b>
1400 – 1530	Principles of Quality Management – Auditor perspective
<b>1530 – 1545</b>	<b>Health Break</b>
1545 – 1700	Exercise 1
DAY TWO	TUESDAY
0830 – 0900	Re-cap of Day 1
0900 – 1030	Presentation of Exercise 1
<b>1030 – 1100</b>	<b>Health Break</b>
1100 – 1300	ISO 9001:2008 requirements within the context of an audit (Part 1)
<b>1300 – 1400</b>	<b>Lunch Break</b>
1400 – 1530	Exercise 2 and Presentations
<b>1530 – 1545</b>	<b>Health Break</b>
1545 – 1700	ISO 9001:2008 requirements within the context of an audit (Part 2)
DAY THREE	WEDNESDAY
0830 – 0900	Re-cap of Day 2
0900 – 1030	Exercise 3 and Presentations
<b>1030 – 1100</b>	<b>Health Break</b>
1100 – 1300	Managing an audit programme
<b>1300 – 1400</b>	<b>Lunch Break</b>
1400 – 1530	Exercise 4 and presentation (Audit Programme)
<b>1530 – 1545</b>	<b>Health Break</b>
1545 – 1700	Audit Activities Part 1 – Initiating the audit
DAY FOUR	THURSDAY
0830 – 0900	Re-cap of Day 3
0900 – 1030	Audit Activities Part 2 – Preparing for audit
<b>1030 – 1100</b>	<b>Health Break</b>
1100 – 1300	Audit Activities Part 3 – Entry Conference and Evidence gathering
<b>1300 – 1400</b>	<b>Lunch Break</b>
1400 – 1530	Audit Activities Part 4 – Generating Audit findings and conclusion
<b>1530 – 1545</b>	<b>Health Break</b>
1545 – 1700	Audit Activities Part 5 – Exit conference and reporting
DAY FIVE	FRIDAY
0830 – 0900	Re-cap of Day 4
0900 – 1030	Role Plays
<b>1030 – 1100</b>	<b>Health Break</b>
1100 – 1200	Auditing Integrated Management Systems
1200 – 1300	Sample examinations
<b>1300 – 1400</b>	<b>Lunch Break</b>
1400 – 1600	Evaluation
1600 – 1630	Plenary and Closing

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## ISO 9001 - LEAD AUDITORS' WORKSHOP

**Dates:** 11<sup>TH</sup> – 15<sup>TH</sup> AUGUST 2014

**Venue:** SAROVA STANLEY HOTEL, NAIROBI.

### CONTENTS

1. Introduction
2. Terminologies and principles of auditing
3. Auditor qualifications
4. Principles of Quality Management – Auditor's perspective
5. Appreciating ISO 9001:2008 requirements within the context of an audit
6. Managing an audit programme
7. Audit Management
8. Auditing Integrated Management Systems
9. Evaluation

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## NOMINATION FORM

Please enrol the following nominee to:

### SEMINAR – ISO 9001 - LEAD AUDITORS' WORKSHOP

11<sup>TH</sup> to 15<sup>TH</sup> AUGUST 2014

Name:.....

Qualifications:.....

Position held:.....

Name and Address of the organization:.....

Tel. No:..... Fax No:.....

E-mail:.....

Nature of Business.....

Residential/Non-Residential:.....

Name of Nominating Authority:.....

Signature of Nominating Authority:.....

(Kindly affix OFFICIAL STAMP)

Date:.....

**(PLEASE FILL AND MAIL THIS SECTION TO APEX MANAGEMENT SYSTEMS - CONSULTANTS)**

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# APEX MANAGEMENT SYSTEMS – CONSULTANTS

## SEMINAR – ISO 9001 - LEAD AUDITORS' WORKSHOP

The Apex Management Systems – Consultants trains and creates awareness in areas of Quality Management and Conformity Assessment. The Lead Auditors' Workshop is one such seminar meant for Management Representatives, Existing Lead Auditors, Internal Auditors, Certification Body personnel, Professionals interested in Conformity Assessment and all leaders in organizations interested in developing Integrated Management Systems and related excellence models.

The purpose of this course is to impart required knowledge to manage internal audits, second party audits and certification audits. The knowledge is also useful for application in leading other conformity assessment activities.

Auditing of Integrated Management Systems will be covered in order to prepare auditors for integration of Management Systems in organizations that hold multiple certifications severally

The five day course provides an in-depth knowledge on the guidance of the **ISO 19011:2011** standard which is the principal guide for management systems auditing.

The course includes presentations, group work, role plays and syndication exercises/practical

**Venue:** SAROVA STANLEY HOTEL, NAIROBI.

**Dates:** 11<sup>TH</sup> – 15<sup>TH</sup> AUGUST 2014

**Fees:** Kshs.60, 000/= (for Tuition, Two Teas & Lunch) VAT incl.  
or \$ 800 (800 Dollars)

You are invited to nominate participants to the seminar.

Attached are detailed seminar information and a nomination form, which you should complete, detach and return to us a covering letter as soon as possible. Payments should be made at least two weeks before the start of the course. Cheques should be drawn in favour of APEX MANAGEMENT SYSTEMS – CONSULTANTS- LTD.

PS: Apex is registered with the National Industrial Training Authority NITA

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Scissors icon at the bottom of the dashed line.