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COURSE BROCHURE

ISO 9001:2015 Lead Auditor Training Course

4 – 8 January 2027
Singapore

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Registered in the United Kingdom and Saudi Arabia

ISO 9001:2015 Lead Auditor Training Course

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ISO 9001:2015 Lead Auditor is a 1-week training course for quality managers and prospective quality management system auditors who will lead audit teams, ending with a Lead Auditor Audit File covering plan, checklists, nonconformity reports and closing summary. Customers and supply chains increasingly ask for evidence that a quality management system works in practice, not only on paper. Jupiter Prime Training offers this course to people who lead those audits.

Why ISO 9001:2015 Lead Auditor Matters Now

Three pressures shape quality auditing today: customers who audit their suppliers before awarding contracts, top management who want audit results linked to process performance, and digital records that change how objective evidence is gathered. An organisation with capable lead auditors finds process weaknesses before customers do and keeps its quality management system credible, while weak audits produce checklists that miss real risk. The course rests on ISO 9001:2015, the international standard for a Quality Management System QMS, and on the internationally recognised guidance for auditing management systems, covering audit principles, multi-audit scheduling and auditor competence.

Who Gains Most from ISO 9001:2015 Lead Auditor

- Quality managers who own the QMS and its internal audit cycle
- Prospective auditors preparing to lead first, second or third-party audits
- Process owners who host audits and answer nonconformity reports
- Supplier quality specialists who audit external providers
- Internal auditors moving from financial audits to management system audits

A quality department gains most when its audit team leader and several prospective auditors attend together, so audit plans, sampling choices and nonconformity grading follow one method.

ISO 9001:2015 Lead Auditor Capabilities

The outcomes follow the audit from clause requirements to a graded nonconformity that an auditee can close with evidence.

- Apply ISO 9001:2015 clauses 4 to 10 to real processes — process owners preparing for audit
- Design an audit plan with scope, criteria and sampling — top management approving the audit schedule
- Build process-based checklists using the PDCA cycle — audit team members during fieldwork
- Assess objective evidence through interviews, records and observation — the audit team leader concluding findings
- Specify graded nonconformity reports with clause references — auditees planning corrective action
- Communicate audit conclusions at the closing meeting — top management and the quality manager

Key ISO 9001:2015 Lead Auditor Terms

- Audit Criteria — the set of requirements, such as ISO 9001:2015 clauses and internal procedures, against which evidence is compared.
- Objective Evidence — data supporting the existence or truth of something, obtained through observation, measurement, interview or records.
- Nonconformity — non-fulfilment of a requirement, graded as major or minor according to its effect on the QMS.
- Process Approach — managing activities as interrelated processes with inputs, outputs, owners and performance indicators.
- Risk-Based Thinking — considering risks and opportunities when planning the QMS and its processes, as ISO 9001:2015 requires.
- Corrective Action — action to eliminate the cause of a nonconformity and prevent recurrence, verified by the auditor at follow-up.

ISO 9001:2015 Lead Auditor Day by Day

Day 1: The QMS and the Lead Auditor Role

- ISO 9001:2015 High-Level Structure — Clauses 4 to 10 in Context
- Seven Quality Management Principles — Linking Audits to Customer Focus
- First, Second and Third-Party Audits — Choosing the Right Audit Type
- Audit Principles of Integrity and Independence — Auditor Conduct Decisions
- Lead Auditor Competence and Team Selection — Matching Skills to Scope

Day 2: Reading the Standard Through Processes

- Context and Interested Parties in Clause 4 — Defining Audit Scope
- Leadership and Quality Policy in Clause 5 — Interviewing Top Management
- Risk-Based Thinking and Quality Objectives in Clause 6 — Sampling Priorities
- Operation Controls in Clause 8 — Auditing Design, Purchasing and Production
- Performance Evaluation and Improvement in Clauses 9 and 10 — Testing Effectiveness

Day 3: Planning and Preparing the Audit

- Multi-Audit Schedule and Frequency — Allocating Effort by Process Risk
- Document Review of Manual and Procedures — Readiness for On-Site Audit
- Audit Plan with Scope, Criteria and Timetable — Auditee Agreement
- Process-Based Checklists Using the PDCA Cycle — Turtle Diagram Questions
- Sampling Methods for Records and Sites — Confidence in Audit Conclusions

Day 4: Conducting Fieldwork and Grading Findings

- Opening Meeting Agenda — Confirming Scope, Method and Confidentiality
- Interview and Observation Techniques — Gathering Objective Evidence on the Floor
- Nonconformity Statements With Requirement, Evidence and Gap — Clear Write-Ups
- Major, Minor and Opportunity for Improvement — Grading Decisions
- Closing Meeting and Audit Conclusions — Presenting Results to Top Management

Day 5: Practising the Lead Auditor Audit File

- Manufacturing and Hospital Case Audits — Applying Clause Requirements
- Audit Report Drafting — Applying Grading and Evidence Rules
- Corrective Action Review and Follow-Up — Verifying Root Cause Closure
- Audit Team Leader Role Play — Handling Disputes and Time Pressure
- Lead Auditor Audit File — Compiling Plan, Checklists, Reports and Summary

Applying ISO 9001:2015 Lead Auditor After the Course

- Lead an internal audit of one high-risk process using a turtle diagram checklist and grade every finding against ISO 9001:2015 clauses.
- Review open corrective actions from the last audit cycle and verify whether root causes were removed before closing each nonconformity.

ISO 9001:2015 Lead Auditor Questions FAQ

What is ISO 9001:2015 Lead Auditor training and why does it matter now?

ISO 9001:2015 Lead Auditor training prepares people to plan, lead and report quality management system audits. It matters now because customers and suppliers ask for audit evidence that quality processes actually work.

Which roles gain most from ISO 9001:2015 Lead Auditor training?

Quality managers, prospective QMS auditors and supplier quality specialists gain most. Process owners who host audits also benefit.

How does ISO 9001:2015 Lead Auditor training differ from internal auditor training?

ISO 9001:2015 Lead Auditor training covers scheduling audits and leading an audit team from plan to closing meeting. Internal auditor training focuses on taking part in audits as a team member.

What do you bring back from ISO 9001:2015 Lead Auditor training?

You bring back a Lead Auditor Audit File with an audit plan, process checklists, graded nonconformity reports and a closing summary.

ISO 9001:2015 Lead Auditor: The Way Forward

The Lead Auditor Audit File becomes the starting kit for the next audit a participant leads. Its first use is agreeing the audit plan and sampling priorities with the auditee. Quality managers and audit team members use it to keep grading consistent, and it is worth revisiting after the first follow-up visit.