

“ISO 9001:2008 Auditor Training Course and Forms” Compared to Public Courses

Comparison Items	ISO 9000:2008 Auditor Training Course and Forms	Publicly offered training or On-Site Training
Course must be taught on consecutive days	No Course can be split into sections and taught over a 5-10 day time period	Yes
Multiple methods for presenting the course	Yes Course designed for classroom presentation, reading assignments with reviews, or independent learning.	No Typically a PowerPoint presentation
Easy to add one or several new auditors	Yes Suggest using reading assignment method or independent learning method.	Depends on your situation Course offerings are often cancelled. You may not have the minimum number of people required for On-Site training.
Provides a detailed explanation of ISO 9001 requirements	Yes Manual 1 – Requirements Explained, and matching PDF file explain (in detail) what every statement in the standard means. PDF file may be placed on your computer system for access by all employees. This establishes a consensus on what the requirements mean.	No Trainer reads the requirements to you on PowerPoint slides. Little to no explanation is provided. A booklet duplicates the “sound bites” on the slides.
Provides sample documents that illustrate ISO requirements	Yes 103 illustration documents that may be edited and used as part of your quality system or for employee training	No
Explains how your organization meets the ISO requirements	Yes Your Trainer identifies the document or method your organization uses to meet ISO clause requirements. This is recorded on the “How We Meet ISO Requirements” Sheets.	No
Provides description (in writing) of how to conduct a process audit	Yes Auditor Manual fully addresses process auditing. Process auditing is built into the forms.	Unknown
Clearly presents the Steps of the Audit	Yes. Audit Steps Card shows steps and references pages in the Auditor Manual that explain steps.	Yes. Steps presented on PowerPoint slides and in booklet.
Includes Audit Checklists	Yes A Checklist for each clause of the standard. Universal Items Checklist for organization processes Work Order Audit Checklist	No You are expected to develop your own checklists or purchase a Checklist.
Includes Audit Forms	Yes Includes all forms used to conduct and report audits.	Unknown
Information on how to set up and manage an audit program	Yes Trainer Manual has the content of a Lead Auditor Course plus forms to set up and manage audits. This allows you to train an auditor to become a Lead Auditor	No
Meets requirements of the Standard for Internal auditor Training	Yes Compliant to RABQSA TP5.INTRNL 1 Jan. 2005 requirements for course objectives, course content, training methods, and student evaluation.	Unknown
Test and Certificate	Yes	Yes, usually
Customer Service	Yes Trainer may call or email with questions at any time. Includes review of materials upon receipt	No
Cost Basis	One time cost for the term of the standard. You may train as many auditors as you wish who are employed at the site license location.	Per person or group rate Plus travel and expenses (if applies)

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