

ISO 9001:2008 QMS Transition Auditor CPD Syllabus

1. Aim of this syllabus

This syllabus is intended to provide guidance for IRCA training organizations and Organizations Employing Auditors (OEA) that wish to offer transitional CPD in the principles, concepts and requirements of the ISO 9001:2008 for auditors currently competent to undertake 2nd and/or 3rd party audits against ISO 9001:2000.

This syllabus also provides IRCA certified QMS auditors with an outline of the areas that transitional CPD should cover, and QMS auditors should ensure that completed CPD logs submitted for renewal contain CPD that has covered the learning objectives in section 2 below.

IRCA will not formally certify transitional CPD (training, seminars or events), but we will include any CPD courses or events offered by IRCA training organizations and OEAs that support transition for QMS auditors on the IRCA website. If you would like to add your course or events to this list, please contact IRCA.

2. Learning objectives

2.1 A delegate who successfully completes the course shall be able to:

- 2.1.1 Understand the underlying philosophy and the principles, concepts and requirements of the ISO 9001:2008 standard, and how to apply them within an audit context.
- 2.1.2 Understand the key differences between the revised series of standards and the 2000 & 2008 version, and understand the implications of these differences for effective auditing against the revised standard.

Note: You should read IRCA/633, *ISO 9001:2008 briefing note and transition requirements for IRCA QMS auditors*, when preparing any CPD courses or events.

3. Duration

IRCA will require QMS auditors to complete a minimum of 2 hours professional development on ISO 9001:2008. Please see the IRCA/633 for a breakdown of how you may achieve this development.

4. Other recommendations

Tutors, presenters and speakers involved in delivery of transition CPD must have completed their updated CPD prior to carrying out any such events.

Where possible we recommend that training and events include practical examples of changes required by organizations with a certified QMS, and how auditors could approach these changes.

Where possible we recommend that students, delegates and participants are given some kind of test of their knowledge to indicate to the individual how much he/she has understood, and any areas that may require more work or research.

You should provide participants who complete transitional training or event with a certificate that includes:

- The participant's name
- The date of the training or event
- What was included in the training or event
- The organization that delivered the training or event

End