

# TRAINING PROGRAMME

## SIRIM LEAD AUDITOR COURSE ISO/IEC 17065:2012

DAY 1	
0830 – 0900	Registration of participants
0900 – 0930	Introduction to SIRIM Lead Assessor Course
0930 – 1215	<p>Lecture 1 - Introduction to product certification body (CB) accreditation and international dimension of accreditation</p> <p>Exercise 1</p> <p><i>Morning break (15 mins)</i></p>
1215 – 1245	<p>Lecture 2 – Accreditation criteria and their interpretations – <b>ISO/IEC 17065 requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Clause 4 General Requirements.</b></li> <li>• <b>Clause 5 Structural requirements</b></li> </ul> <p>Exercise 2</p>
1245 – 1400	Lunch Break
1400 – 1800	<p>Lecture 2 – Accreditation criteria and their interpretations – <b>ISO/IEC 17065 Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Clause 6 Resource requirements.</b></li> <li>• <b>Clause 7 Process requirements</b></li> </ul> <p>Exercise 3</p> <p><i>Refreshment break (15 mins)</i></p>

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DAY 2	
0900 – 1030	<p>Review of day 1</p> <p>Lecture 3 – Accreditation criteria and their interpretations - <b>ISO/IEC 17065 requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Clause 7 Process Requirements (continue)</b></li> </ul> <p><i>Exercise 4</i></p>
1030 – 1245	<p><b>Activity 1: Contract Review</b></p> <p><b>Activity 2: Product Certification Scheme</b></p> <p>Morning break (15 mins)</p>
1245 – 1400	Lunch break
1400 – 1800	<p>Lecture 3 – Accreditation criteria and their interpretations - <b>ISO/IEC 17065: 2012</b></p> <ul style="list-style-type: none"> <li>• <b>Clause 8 Management System Requirements</b></li> <li>• <b>Risk management</b></li> </ul> <p><i>Exercise 5</i></p> <p><i>Refreshment break (15 mins)</i></p>

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DAY 3	
0900 – 1245	<p>Review of day 2</p> <p>Lecture 4 – Accreditation body operation and regulations</p> <p>Lecture 5 – Accreditation processes (Audit concept, Application, Appointment of lead assessor, pre-assessment visit and report, examination of quality manual, other documents and selected records, preliminary report to product certification body, composition, selection and appointment of assessment team)</p> <p><i>Morning Break (15 mins)</i></p>
1245 – 1400	Lunch Break
1400 – 1500	<p>Lecture 5 – Accreditation processes (continue)</p> <p>(Quiz Audit Concept)</p> <p><i>Refreshment break (15 mins)</i></p>
1530 – 1800	<b>Case study 1: Assessment of Quality Manual</b>

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DAY 4	
0900 – 1245	<p>Lecture 5 – Accreditation processes (cont.) (Preparation of assessment, conducting assessment, Post-assessment activities – Evaluation of corrective actions by review of information supplied or follow-up visits, notification of granting / reaffirmation / extension of accreditation, and scope of accreditation)</p> <p><b>Activity 5: Prepare checklist</b></p> <p><i>Morning Break (15 mins)</i></p>
1245 – 1400	Lunch Break
1400 – 1530	<p>Lecture 6 – Assessment techniques and people skills (Factors for selection of assessors, briefing notes, documentation review, pre-assessment meeting, assessment trail)</p> <p><i>Refreshment break (15 mins)</i></p>
1530 - 1800	<p><b>Activity 6:</b></p> <p><b>1.Role play – Opening meeting</b></p> <p><b>2 Conducting the assessment based on given documents</b></p>

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DAY 5	
0900 – 1200	<p>Review of day 4 Lecture 6 – Assessment techniques and people skills (cont.)</p> <p>(techniques for recording findings, classifications of findings, reporting, handling of competence and technical validity decisions, people skills – questioning and communication techniques, attributes of a good assessor, interpersonal skills, personality types, learning preferences and leadership skills))</p> <p><b>Activity 7:</b>  <b>1. Presentation of Assessment Reports and Non-Conformances</b>  <b>2. Role Play – Closing meeting</b></p> <p><i>Morning Break (15 mins)</i></p>
1200 – 1245	Exams briefing
1245 – 1400	Lunch Break
1430 – 1730	Written Examinations (3 hrs)
1730 – 1800	<p>Course Evaluations End of Programme</p>