

ISO 30301 Lead Auditor



ML-86 5 Days (35 Hours)

Description

The ISO 30301 Lead Auditor training will allow you to acquire the expertise necessary to carry out audits of Activity Document Management Systems (ASMS) by applying generally recognized audit principles, procedures and techniques. During this training, you will acquire the knowledge and skills necessary to plan and carry out internal and external audits, in compliance with the ISO 19011 standard and the ISO/IEC 17021-1 certification process.

Who is this training for ?

For whom

Auditors wishing to carry out and lead certification audits of an activity document management system. Managers or consultants wishing to master the audit process of an Activity Document Management System (ASMS). Any person responsible for maintaining compliance with the requirements of the Records Management System. Technical experts wishing to prepare an audit of the Activity Document Management System. Advisors specializing in management of activity documents

Prerequisites

Good knowledge of the ISO 30301 standard and in-depth knowledge of audit principles.

Training objectives

- Understand the operation of an Activity Document Management System (ASMS) compliant with the ISO 30301 standard
- Explain the correlation between the ISO 30301 standard and other standards and regulatory frameworks
- Understand the role of a auditor: plan, direct and monitor a management system audit in accordance with the ISO 19011 standard
- Know how to lead an audit and an audit team
- Know how to interpret the requirements of ISO 30301 in the context of an audit of the SMDA
- Acquire the skills of an auditor with the aim of: planning an audit, leading an audit, writing reports and monitoring an audit, in accordance with the ISO 19011 standard

Training program

Jour 1 : Introduction au Système de management des documents d'activité et à la norme ISO 30301

Jour 2 : Principes, préparation et déclenchement de l'audit

Jour 3 : Activités d'audit sur site

Jour 4 : Clôture de l'audit

Jour 5 : Examen de certification