

Host Organisations



Supporting Organizations



# ISO 9001 Lead Auditor Training Course

ISO certification of international standards have seen significant growth and importance in recent times, with a 97.3% increase in worldwide certificates for ISO 45001 in 2022, and there are 426,716 ISO 9001 certificates in China, over 10,000 in HK. The roles of the manager and compliance auditor is critical in ensuring a safe, secured, efficient operations, and controlled risk environment for assets and stakeholders in the property management, security sector, across various industries like real estate and property developer, wholesales, retail trade, healthcare, IT, Finance and banking, manufacturing, education, and government, and its growth are expected to continue in the future.

For career growth, It is essential that the auditors and participants should have the necessary tools, knowledge, and skills to conduct effective inspections, operation audits and improve their organisation's systems continuously, enhancing their ability to contribute to the success of their organisation and the competition in the job market. By completing this course, and becoming a certified Lead Auditor, participants can enhance their professional skills and credibility with colleagues, management and external stakeholders.

More practically, our top five students in the exam will have the opportunity to secure on-job training (OJT), which can further enhance their experience, confidence, and career development.

## Who should attend this ISO 9001 Lead Auditor training course?

- Managers, supervisors, consultants, audit team members, staff members, or/and individuals who are interested in their career growth, to improve their business systems, and the globally recognised ISO 9001 Quality Management System (QMS).
- Staff and individuals who are required to extend their scope of management duties into the ISO 9001 Quality Management System (QMS), and become an auditor.
- Students can grasp the core principles accordingly and develop the skills necessary to lead audit projects, conduct effective audits, and write professional audit reports.

## Course Highlights

- Expert instructors with over 20 years extensive experience in ISO auditing
- Adaptive learning tailored to participant's specific needs and expectations to ensure that students get the most out of their training
- Role-play simulation, interactive exercises, and quizzes, for audit processes study
- Case studies focus on real-world scenarios and challenges, demonstrate successful ISO implementation in participants' industry

## Key Takeaways

- Practical study to develop soft skills, like analysis skills, project leading, communication, and problem-solving skills, for conducting successful ISO audits
- Attendance certificates for CPD credits based on contact hour
- Professional certificates to showcase your skills and knowledge to potential employers
- Graduates of top 5 exam results might have OJT (On-Job Training) opportunities with real customers' organization, led by Project Manager and mentoring by Dr Danny Ha, for getting life experience in ISO auditing.



10C, Kwun Tong Industrial Centre  
Phase Four, Kwun Tong (optional  
training center in Cheung Sha Wan),  
and via online Zoom



Cantonese w/ English notes



Anyone interested in career growth  
in quality management

## Information Seminar

Date: 03/10/2023 Tue (max 18 seats and online Zoom)

Time: 20:00 - 21:00

- Agenda:
- presentation together with online zoom
    - discuss the major concepts of lead auditing and ISO certification cycles
    - explain the benefits and advantages of this course
    - share success stories and case studies
    - solve any problem and question for the participants
    - lucky draw (Five free-trial seats, for the 3-hour first lesson)
  - exclusive enrollment discount for non-member
  - one CPD contact hour certificate for this seminar
  - networking with industry professionals fostering business opportunities

Fee: Free of charge

## Certified ISO 9001:2015 Lead Auditor Training

Date: 04/11/2023, 05/11/2023, 18/11/2023, 19/11/2023, 25/11/2023, 26/11/2023, 09/12/2023  
and 10/12/2023

Time: 19:00 - 22:00

Fee: Member: HKD \$6,000 / HKD \$4,800\*  
Non-member: HKD \$7,000 / HKD \$5,600\*  
(Optional) An additional HKD \$500 will be charged for Lead Auditor Exam & Certificate

\*Early Bird Price available for applicants on or before **3 October 2023**

### Remarks

1. The application deadline of the training is **5 October 2023**.
2. Late submission will NOT be considered.

## Course Outlines:

### **Certified ISO 9001:2015 Lead Auditor Training**

- develop the necessary expertise to perform a ISO 9001 Quality Management System (QMS) audit by applying widely recognized audit principles, procedures and techniques.
- understand in-depth the core principles of customer expectation, leadership, improve business process efficiency, risk assessment, and decision making.

#### **Lesson 1: Introduction to ISO 9001: 2015**

- Overview the framework of ISO 9001
- Core elements of quality management system
- Key concepts of ISO 9001 from an implementation and audit perspective

#### **Lesson 2: ISO 9001: 2015 Requirements (I)**

- Specific documented information requirements of ISO 9001 (Clause 4 to 7)
- Implementation challenges and best practices
- Class discussion and interpretation

#### **Lesson 3: ISO 9001: 2015 Requirements (II)**

- Specific documented information requirements of ISO 9001 (Clause 8 to 10)
- Implementation challenges and best practices
- Class discussion and interpretation
- Use case studies to illustrate the requirements of ISO 9001

#### **Lesson 4: Audit Principles and Techniques (I)**

- Audit principles, planning, and preparation
- Access the ISO audit skills
- Role-play exercise

#### **Lesson 5: Audit Principle and Techniques (II)**

- Use case studies to illustrate non-conformance in ISO 9001
- Plan, conduct and follow-up auditing activities
- Review key takeaways

#### **Lesson 6: Audit Report Writing**

- Structure and content of effective audit reports
- Writing style, avoidance of mistakes and pitfalls
- Quality assurance and review process
- Class exercise to practice writing effective audit reports

#### **Lesson 7: Audit Program Management**

- Develop an audit program with objectives and scope
- Access project management skills for an audit project
- Case studies of successful audit program management

#### **Lesson 8: Case Studies and Conclusion**

- Class Discussion on effective audit for an SME
- Review key takeaways

## **Trainer:**

### **Ms. Michelle Lee**

*ISO Project Manager and leader auditor, Hon. Professional Advisor APC, ISO 9001 LA/LI, ISO 14001 LA/LI, ISO 27001 LA/LI, ESG LA/LI, ISO 20121 auditor, HKISP seminar speaker*

Ms. Lee is a professional in ISO management systems implementation and auditing. She has extensive experience in these fields and holds multiple certifications and qualifications, including a master's degree in Environmental Engineering and Management. She is an ISO 9001/ISO 14001/ISO 27001/ESG Lead Auditor and Implementer, and an Honorary Professional Advisor of the Academy of Professional Certification (APC). She has extensive project experience in implementing and auditing ISO 9001, ISO 14001, ISO 20121, ISO 27001, and other management systems. She is also an experienced trainer, having given seminars on integrating ESG systems into ISO 9001 and ISO 14001.

## **Advisor:**

### **Dr. Danny Ha**

*Hon. Advisor HKISP, ISO Project Director & Chief Auditor, Certified Trainer of ISO 9K 27K 14K LI/LA, Authorized HKSARG ISO Member, APC (ISO CB) Chairman & CEO, FCP-ERM, FCRP, FCRT, ESG AA, CISSP, CISA, CRISC, CISM, PMP, MBA*

Dr. Ha is an experienced ERM ESG strategist with over 38 years of solid proven working experience in Enterprise Risk Management (ERM), Crisis and Risk Management, including Advisor for HK Police, ISO Certification Audit for Cyberport HKSARG, Security Risk Assessment Audit Consultant/Project Manager for QPS HKSARG, Authorized Trainer/Examiner for Macau SARG/ HKSARG/ HKU AI Startup/ Macau University MUST/ NGO/ HKCSS/ banks/ supply chain management associations/ security management/ properties management/ tourism/ HKMA executive training/ ICRM Certified Risk Planner/ HKiNED (Non-Executive Director and CEO). Dr. Ha has been serving as RPL Auditor for AAVQO HKSARG, universities mentors/advisors/professors. Dr. Danny Ha has been a popular guru for CISSP (Information Security), CISA (IS Audit) exam preparation training since 2003. His goal is to cultivate more talents for society.

## **Certificate of Training:**

- **Attendance Certificate:** Upon completion of this course
- **ISO 9001 Lead Auditor Certificate:** Upon completion of this course and exam

## **Enrollment Methods:**

For more details and enrollment, interested participants can contact HKISP at +852 61678465 or email [admin@hkisp.org.hk](mailto:admin@hkisp.org.hk).

The course information website is [www.hkisp.org.hk](http://www.hkisp.org.hk).

Registration Form

