



IRCA Registered 5-Day Quality Management Systems Auditor/ Lead Auditor Training Course

Pakistan Hosiery Manufacturers & Exporters Association – **PHMA** is organizing Five days Lead Auditor training on Quality Management System on the standard of **ISO 9001:2008** through Bureau VERITAS Certifications – **BVC Pakistan**. The course is being organized keeping in view the importance of Quality Management issues in diversified sector of industries and to achieve the objective of Productivity & Quality Improvement by deploying QMS standards. This (5-day) comprehensive training course is registered by the International Register of Certificated Auditors (**IRCA - UK**) and satisfies the requirements for registration with IRCA (UK).

Quality rate is a key business performance indicator; organizations are struggling to improve their Quality rate for meeting and exceeding customer expectations. QMS is one of the tools to improve quality of system & it demonstrates that you have the skills to audit the proper implementation of ISO 9001 and assess the performance of a quality management system at organization. The PDCA cycle and 8 principles of QMS are crucial elements of course which leads participant's organizations towards continuous improvement journey.

Who should attend?

Senior & Middle Management, Quality & Production Manager, Quality / Production / Compliance Professionals, University Students, Internal Auditors and the personnel who wish to pursue a career in the field of Quality & Compliance Management

Date: 20th to 24th April, 2015

Venue: Venue shall be confirmed One week prior to the course.

Fee: Subsidized fee offered by PHMA Rs. **29,500**/per person. (Actual cost Rs 45000)

For Registrations:

Please send your nomination(s) on bfzcoord@phmaonline.com and course fee by Cash / Cheque in favor of "PHMA".

Seats are limited and to be filled on first come first serve basis,

**For Registration, Please Contact,
PHMA house, 37h, Block 6 PECHS, Karachi
Phone: 0092-21-34522769, 34522685
Cell: 0331-2126237**

Course Structure:

- Program comprises of lectures, presentation, role- plays & exercises which ensures the acquisition of skills & understanding.
- Two hour examination which carries a mandatory 70% passing marks in addition to the satisfactory attainment of the continuous assessment criteria.

Course Contents:

- An introduction and explanation of QA
- Understanding the requirements of ISO 9001: 2008 International Standards
- Understanding the 8 principles of QMS
- Understanding the process approach and continuous improvement cycle Quality vocabulary.
- Audit purpose, planning and preparation
- Explanation of the way how an effective audit is carried out and reported
- Auditing tools and questioning techniques
- Auditor's selection, attributes, registration scheme & responsibilities

Course Benefits & Aims:

At the end of this course, participants will be able to:

- Understand the requirements of ISO 9001: 2008 Standard
- Performing effective audits of an organization's QMS and lead the teams of auditors
- Designing and maintaining QMS to the requirements of ISO 9001: 2008 Standard.
- Able to assess a company's quality management system and determine whether or not it meets the Requirements of the ISO 9001 series of standards
- Carrying out an effective internal quality audit of your company's quality management system and reporting the outcome.
- Gain key tools and techniques for carrying out an effective audit & provide clear understanding to professionals for monitoring their QMS.
- Delegates will be able to analyze all the stages of audit from planning and preparations to follow up activities.
- Delegates will also learn to understand the psychological aspects of auditing, cultural considerations and their impact on communication.



APPLICATION FORM

(please use a separate form for each course)

Date: 20th – 24th, April 2015 (5 days)
Venue: Venue will be confirmed one week prior to the course
Tutor: Mr. Imran Altaf Bhatti
Fee: PKR. 29,500/- (in Favor of PHMA)

Name (as you want to see it on your certificate):

1.

Contact details:

tel.: _____ cell.: _____
address: _____
e-mail: _____ fax: _____

Invoicing data:

Company name: _____

Company Address: _____

Declaration: I have met the course prerequisites.* No Yes

I acknowledge and accept that signing this application form and sending it to Bureau Veritas Pakistan (Pvt.) Ltd. are resulted in liability to pay the training fee. I also accept the General Conditions of Application.

Line Manager of
Applicant signature: _____ Date: _____

)* Circle one. If you have not met the course prerequisites and still want to attend the course you can do so. By signing this application you acknowledge that failing to have met the prerequisites you might not be able to achieve the learning objectives of the course and that you do not expect extra coaching; you further acknowledge by failing to meet the pre course requisites you will be unable to successfully apply for certification as IRCA Auditor or Lead Auditor.

GENERAL BOOKING CONDITIONS

CONFIRMATION

Bureau Veritas Pakistan (Pvt.) Ltd. (hereinafter BV Pakistan) sends a written confirmation after receipt of application form and also send a written confirmation about training details within 7-10 working days before its start.

FEES

All fees quoted in data sheets, schedules, brochures or other documentation *are exclusive of VAT* at the standard rate.

Fees for scheduled courses include full course documentation, and refreshments as specified in the appropriate data sheet.

Payment in full must accompany this booking form. Please make cheques payable to **Bureau Veritas Pakistan**

ALL THE FEES SHOULD BE PAID IN TERMS OF CHEQUE / PAY ORDER OR DIRECT TRANSFER TO OUR ACCOUNT NO. STANDARD CHARTERED BANK LIMITED, ACCOUNT NO. 01-1632733-01 IN KARACHI BY THE NAME OF BUREAU VERITAS PAKISTAN (PVT.) LTD.

If you pay the fees through direct transfer (Internationally) then you need to send us the scanned soft or hard copy of Advise, Cheque and deposit slip or if paying fees through direct transfer (Locally) then kindly send us the scanned soft or hard copy of Cheque/ Pay order and deposit slip.

CANCELLATIONS

Courses may be cancelled without charge providing written notice of the cancellation is received at least 2 weeks before the scheduled start of the course.

If cancellation occurs between in the last week prior to the scheduled start of the course, (Bureau Veritas Certification/ Bureau Veritas) reserve the right to charge 50% of the total course fee.

In the event of a cancellation during the last three days prior to the scheduled start of the course, (Bureau Veritas Certification/ Bureau Veritas) reserve the right to charge 80% of the total course fee.

In the event of a cancellation at less than then a day prior to the scheduled start of the course, or on failure of a delegate to attend, (Bureau Veritas Certification/ Bureau Veritas) reserve the right to charge the whole course fee.

You are advised to consider the possibility of insuring against losses due to your having to cancel.

SUBSTITUTIONS AND TRANSFERS

Substitute delegates are allowed up to the start day of the course. Transfer to another course may be treated as a cancellation (see above).

COURSE SCHEDULES

(BVC/ BV) reserve the right to alter the publicised syllabus and/ or timetable of any course at any time. In the event of a cancellation of a course by (Bureau Veritas Certification/ Bureau Veritas), liability will be limited to provision of a refund of any course fees paid.

LANGUAGE

All courses held in Pakistan are delivered in (English).

ACCOMMODATION

Accommodation and refreshment required which are not included in the course package can be arranged at the time of booking, but it will be the responsibility of the individual delegate to settle this as a part of their individual bill on completion of the course.

Bar bills, telephone calls and newspapers are not included in the quoted course fee and it is the responsibility of the individual delegate to settle this as part of their individual bill on completion of the course.

Any personal bills not settled on completion of the course will be charged to the company or individual and (Bureau Veritas Certification/ Bureau Veritas) reserve the right to charge an additional 20% administration fee for this service.

Bedrooms are usually single. Where double/ twin are available and if you wish to share with a friend or partner who is also attending the course, please indicate this on the Booking Form. There is no guarantee that a double/ twin will always be available or allocated.

DIET

The normal diet available is varied with a vegetarian option available. If you have any special dietary requirements that a communal kitchen may not readily be able to meet, please indicate these on the Booking Form. Unless we have been notified explicitly of any dietary or other requirements by three weeks prior to the scheduled start date of the course, we cannot guarantee that they will be met.

REJECTIONS

(Bureau Veritas Certification/ Bureau Veritas) reserves the right to reject an application without explanation, or in exceptional circumstances, to request that a delegate leave a training course *at a minimum of 24 hours notice* if, in the opinion of the course trainer, their continuing attendance would not be in the best interests of the other delegates.