

ABOUT THE PROCESS AUDITING COURSE (2 DAY)

Designing and Conducting Effective Management System Audits

ABOUT THE COURSE

Process auditing provides an effective method for evaluating management systems. The concept is not new but it requires an understanding of the auditing process and an understanding of the intent of management system requirements. It focuses on achieving value-added audit results and emphasizes the importance of audit planning, audit team competency, sampling and obtaining relevant information, and accurate evaluation and presentation of audit evidence.

The course includes a general discussion of management system standards and requirements. Topics include:

- Management systems
- Audits and audit systems
- Typical audit system problems
- “Process” auditing
- Audit planning
- Auditor competency
- Objective evidence and sampling
- Interpreting and reporting audit results
- Nonconformities and corrective actions
- Evaluating management system effectiveness
- Measuring audit system effectiveness

Case studies and exercises are designed around an integrated management system and allow students to work with their own QMS, EMS or OHSMS standard (ISO 9001, ISO 14001, or BS OHSAS 18001).

WHAT TO BRING

Please bring a copy of the standard your company uses as a basis for its management system (ISO 9001, ISO 14001, or BS OHSAS 18001).

LOCATION AND TIME

The course will be held at the Berks Career and Technology Center (BCTC) – West at 1057 County Road, Leesport PA on Thursday and Friday March 29th and 30th, 2012. Course will start each day at 8:00am and end at 5:00 pm.

ABOUT THE INSTRUCTOR

Kevin Kimmel is the Principal and owner of *Management Systems and Support Services*, a small consulting firm specializing in helping organizations develop and implement integrated management systems. Kevin has over 30 years of first, second, and third party auditing experience and has worked with and audited many management system standards including BS OHSAS 18001, e-Stewards, ISO 9001, ISO 14001, ISO 14065, ISO 17011, ISO 17021, ISO 17025, NQA-1, Responsible Care/RC14001, Responsible Recycling (R2), RIOS, QS-9000, and TE-9000.

Kevin is a member of ISO Technical Committees (TC) 176 and 207 and is actively involved in developing international standards including quality and environmental management system standards (ISO 9000 and ISO 14000 series standards) and greenhouse gas and carbon and water footprint standards (ISO 1406X series standards). He has worked on the ISO 10011 QMS auditing standards and the ISO 14000 series EMS auditing standards, has been a member of the ISO joint working group for ISO 19011 since its inception, and has helped develop the US guidance document to ISO 19011 (ANSI/ASQ QE19011S) as a member of the ANSI Z1 standards committee.

Kevin served as a member of the RAB (now ANAB) Operations Council and the RAB (now RABQSA) Auditor Certification Board and helped develop its initial criteria for EMS auditor certification, auditor training course accreditation, and registrar accreditation. He has evaluated QMS and EMS auditor training courses as part of RAB course accreditation programs and has represented RAB on international assessment teams. He currently provides services to both ANSI and ANAB, evaluating third-party certification bodies as part of the ANAB and ANSI national accreditation programs.

DIRECTIONS TO BCTC - WEST

1. From the east or west via route 78, take exit #19 (Strausstown). Proceed south on route 183 approx. 12 miles to 3rd traffic light. Turn right onto West Leesport Road for approx. ¼ mile to stop sign. Turn right onto County Road. BCTC is the 1st building on the right, (approx. ¼ mile).
2. From the south via route 76, travel west on route 422 toward Reading. Stay on divided highway which is route 222 north. Take route 183 exit and travel north on 183. Proceed north to 2nd traffic light (approx 1 mile). . Turn left onto West Leesport Road for approx. ¼ mile to stop sign. Turn right onto County Road. BCTC is the 1st building on the right, (approx. ¼ mile).

REGISTRATION FORM (complete and return w/payment)

**Process Auditing
March 29 and 30, 2012
Thursday and Friday
Leesport, PA**

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

E-Mail: _____

My ___ Home ___ Work information is listed above.

Standard(s) my company uses: _____

Course Fee:

\$450.00

Registration closes 03/17/12

Make check payable to: **ASQ Reading Section 0510**

Send to: ASQ Reading Section 0510
P.O. Box 1101
Boyertown, PA 19512

For further information call: David Edling at
(610) 369-0220
or e-mail at educationchairman@asqreading.org

Please sign below:

_____ Date: _____