

NEW ONLINE COURSE

QMS Auditor Auditing Personnel Certification Bodies

A fully online, self-paced programme that takes you from audit theory to a complete simulated audit of a personnel certification body — planning, interviewing, evidence, findings, reporting and corrective action.

4	4	40	17	Online
IQF LEVEL	IQF CREDITS	LEARNING HOURS	MODULES	DELIVERY



What the programme covers

- **Standards and principles** — the purpose, structure and key clauses of ISO 19011:2018 and ISO/IEC 17024:2012, the seven principles of auditing, and first, second and third-party audits
- **Programme and audit planning** — risk-based audit programmes using PDCA, audit objectives and criteria, audit plans, checklists and working documents
- **Conducting the audit** — opening and closing meetings, interview and questioning technique, and evidence gathered by document review, interview and observation
- **Findings and reporting** — classifying conformity, minor and major nonconformity and observations, then writing a factual, traceable audit report
- **Auditor competence and impartiality** — team roles, competence requirements, and conflict-of-interest and impartiality controls
- **Certification bodies in practice** — examination and certification processes, process inspection from application to certificate issue, corrective action with CAPA and root cause analysis, reflective practice, remote and hybrid auditing, and ISO/IEC 17024:2026 transition awareness

Standards alignment

AUDIT PRACTICE

ISO 19011:2018

Guidelines for auditing management systems. The programme follows its principles, programme management, Clause 6.3 planning, Clause 6.7 reporting and Clause 7 auditor competence.

CERTIFICATION SCHEME

ISO/IEC 17024:2012

Requirements for bodies certifying persons — examination design and administration, the certification decision, impartiality and surveillance, audited end to end.

LOOKING AHEAD

A dedicated module builds transition awareness for the 2026 edition of ISO/IEC 17024, so your practice stays current as certification bodies move across.



How you are assessed — and who it is for

Knowledge examination

Written examination covering the clauses, principles and processes.

Simulated audit

Plan, run and evidence an audit of a personnel certification body.

Audit report

A full report with classified findings and corrective action requests.

Role play and reflection

Assessor-observed meetings and interviews, plus a development plan.

Who it is for

Assessors, quality managers and lead auditors. No prior audit experience needed.