



IRCA Training Organisation notification:

Quality management system training courses – transition to ISO 9001:2015

Introduction

ISO 9001:2015 is due for release in September 2015. This will replace the current standard, ISO 9001:2008.

Following the release of the Final Draft International Standard (FDIS), training organisations are now eligible to offer IRCA Certified Auditor Transition Training, which will provide auditors with the skills and knowledge to audit against ISO 9001:2015.

This document outlines the structure, content and fees for IRCA Certified Auditor Transition Training. **Certification criteria for the IRCA Certified ISO 9001:2015 Auditor Transition Training course (Quality Management Systems)** contains the criteria for IRCA Approved Training Organisations wishing to offer transition training.

The changes contained within ISO 9001:2015 can be broadly classified as those arising from the adoption of Annex SL as the basis of the standard, and those arising as a result of changes to standard-specific requirements.

Annex SL defines the framework for a generic management system. Its purpose is to ensure that in future all ISO management system standards will have the same look and feel. This is achieved through the use of identical core text and language, as well as the adoption of common terms and definitions.

As ISO 9001:2015 is written using the Annex SL framework, it will have a profound effect on auditors and organisations. Transition training must ensure that auditors are prepared for this.

Structure

IRCA encourages IRCA Approved Training Organisations to structure their quality management system (QMS) transition training courses on a modular basis:

Module 1 – covering changes arising as a result of the adoption of **Annex SL** (one day duration).

Module 2 – covering changes arising as a result of amendments to the **standard-specific content** of ISO 9001:2015 (one day duration).

The advantage of a modular approach for delegates is that they will not be required to resit Module 1 (the Annex SL content) once this has been successfully completed. Instead, they need only complete the relevant standard-specific module. Where individuals are certified against multiple schemes, this will prevent them having to sit through material they have previously covered.

However, training organisations are not compelled to structure their transition courses in this way, providing the QMS transition training course criteria (as set out in **Certification criteria for the IRCA Certified ISO 9001:2015 Auditor Transition Training course (Quality Management Systems)**) are addressed in their entirety – a strict division between Part 1 and Part 2 is not required. This will enable organisations to deliver a combined course.

Audiences/customers for transition training

Following an analysis of the changes between the current and new version of ISO 9001, IRCA has concluded that these are significant enough, in respect of both their extent and nature, to



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mandate transition training for all IRCA Certificated QMS Auditors.

All IRCA Certificated QMS Auditors must successfully complete an IRCA Certified QMS Auditor Transition Training course by **1 September 2018**, in order to retain their IRCA QMS registration.

For clarity the grades are:

- QMS Provisional Auditor
- QMS Auditor
- QMS Lead Auditor
- QMS Principal Auditor
- QMS Provisional Internal Auditor
- QMS Internal Auditor.

In addition, transition training can be provided to anyone – not just IRCA Certificated QMS Auditors. This could include individuals who have previously completed IRCA Certified QMS Training and have chosen not to register with IRCA. Transition training will offer valuable skills for any auditors who wish to keep their audit skills and knowledge up-to-date.

Forthcoming revision of QMS training course criteria and examinations

IRCA Approved Training Organisations are advised that IRCA will issue revised training course criteria for its existing QMS Foundation, Internal Auditor, Auditor/Lead Auditor and Auditor Conversion courses, along with refreshed QMS examination papers, under separate cover. Both the criteria and the examinations will be based on the new requirements of ISO 9001:2015.

Fees for QMS transition training course approval

IRCA Certified Auditor Transition Training courses will be subject to application fees and biannual levy charges. IRCA will not require training organisations to pay annual fees for transition courses.

All fees shall be payable in pounds sterling and are subject to IRCA's normal payment terms.

Training organisations are asked to note that the application fee should accompany the application and is non-refundable in the event of the application being unsuccessful. In any instances where the initial application is not successful, and where further review is required, IRCA may charge additional fees. You will be advised of any additional fees before the application is processed further.

Those training organisations that opt for the modular approach will only be required to submit the standard-specific content (Module 2) for any future transition training courses they wish to have approved. The application fee for each subsequent Module 2 will be £500*.

All training organisations delivering IRCA Certified Auditor Transition Training courses will be required to report these courses as part of their biannual levy course statistics. This fee will be taken into consideration when calculating maximum levy payments.



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IRCA's charges associated with certified transition training are detailed in the below table:

	Module 1 Annex SL	Module 2 Standard-specific	**Combined approach
Application fee	£1,000	£500	£1,500
Levy fee	£50	£50	£100
Annual fee	£0	£0	£0

**Prices subject to change.*

***Combined approach is where organisations do not offer separate Module 1 and Module 2, but instead combine these modules into a single course.*

What to do next

IRCA Approved Training Organisations wishing to offer IRCA Certified QMS Auditor Transition Training should provide IRCA with a course outline, programmes and session plans, cross-referenced to show where in their course IRCA's criteria requirements (as set out in **Certification criteria for the IRCA Certified ISO 9001:2015 Auditor Transition Training course (Quality Management Systems)**) are met.

The application must be accompanied by a self-declaration that the course meets our criteria.

Please note that course materials are not required as part of the initial application process. However, IRCA reserves the right to carry out a more comprehensive investigation of course materials and structures in those instances where it deems additional assurance is required.

IRCA will not accept applications that do not meet the above requirements in full.

Further information

For further information relating to the content and/or delivery of IRCA Certified QMS Auditor Transition Training courses please contact:

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For further information relating to the IRCA Certified QMS Auditor Transition Training course application process please contact:

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