

Quality Systems Auditor (QSA) Virtual Workshop



The Quality Systems Auditor virtual workshop is one of the key elements in achieving formal recognition and certification as a Quality Systems Auditor.

This virtual workshop consists of **two full days** of lectures and discussion separated by one day in between where participants will be required to complete some key training exercises.

The workshop is designed to provide the participant with an overview of quality assurance basics and then take you through the four major phases of an audit to provide you with knowledge in the important aspects of each phase.

The four phases covered are:

- Audit preparation including conducting a gap analysis, checklist preparation, sampling theory, establishing findings thresholds, identifying resource requirements and scheduling.
- On site activities including how to conduct in briefing and out briefing meetings, communication issues, interviewing and observing work performance, auditing both electronic and paper records.
- Report writing including writing findings, identifying evidence and detailing follow up procedures.
- Supporting the operator in the development of effective Corrective Action Plans and the auditors' roles and responsibilities during this final phase.

The workshop has been designed to allow a day between the two training days to practice specific skills. They include:

1. Developing checklists
2. Writing findings
3. Reviewing and providing feedback on corrective action plans.

The practice exercises are expected to take the candidate approximately 2 hours to complete and once completed the candidate is to email the course facilitator with their results.

This will need to be done by close of business on the Day 2.

These exercises will then be reviewed by the facilitator, and he/she will provide the candidate with individual feedback.

In summary the workshop breakdown is as follows:

- **Day 1** – Full day of lectures and discussion
- **Day 2** – Practice exercise completion. Results mailed to facilitator by close of business. Facilitator reviews exercises and will provide feedback by end of Day 3.
- **Day 3** – Full day of lectures and discussion including exercise review. Final multiple-choice exam conducted at the end of the day.

