

## Training Course Change Log

GENERAL INFORMATION				
<b>Owner, Department*</b>	Enis Emini (TDS), Training Development Department			
<b>Approver, Department *</b>	Enis Shala (QAS), Quality Assurance Department			
<b>Date of Approval*</b>	2022-02-10			
<b>Course details*</b>	<b>Course name:</b>	<b>Language:</b>	<b>New Version:</b>	<b>Previous Version:</b>
	ISO 9001 Lead Auditor	English	9.0	8.0
<b>Summary of the Change:</b>				
<p>This training course has undergone a thorough review and update that included both the content and the design. The following is a summary of changes made throughout the four days of the training course materials:</p> <ul style="list-style-type: none"> <li>• The content of training course has been reviewed for typos, errors, and other language issues</li> <li>• Design elements in slides have been improved, making the content more accessible to everyone</li> <li>• Learning objectives of the training course are updated. In addition, at the beginning of days 2, 3, and 4 learning objectives for those days have been added</li> <li>• Day 1 of the training course has undergone a thorough revision, which resulted in a large number of changes in the sections about fundamental aspects of quality and QMS, introduction to ISO 9001, and overview of clauses 4 to 10 of ISO 9001:2015</li> <li>• The examples presented throughout the four days of the training course have been updated, to better reflect the practice of auditing in the context of ISO 9001</li> <li>• A quiz has been added at the end of the each section (with the exception of the first and last sections)</li> <li>• At the end of each day there is a scenario-based quiz, comprised of five multiple-choice items</li> <li>• Essay-type exercises remain in the training course, but their number has been decreased in order not to overwhelm the participants</li> <li>• The requirements of ISO/IEC 17021-1 are prioritized and placed in visible places throughout the training course</li> <li>• The case study has been updated</li> <li>• Slides related to sampling in audits are updated to better reflect the risks associated with sampling, adequate sampling, and main sampling methods</li> <li>• An entirely new section on internal audit program and internal audits</li> <li>• Summaries at the end of each section and at the end of each day are added</li> </ul>				



**05030-F07-Training Course Change Log**

Owner: Training Development Supervisor

Classification: Internal | ACL: Training and Product Development Division

Status: Released

Approver: T&PD Director

Approval date: 2021-02-01

Version: 1.5

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**Day 1:**

<b>Slide Number</b>		<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>
<i>Current version</i>	<i>Previous version</i>			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			

**Day 2:**

<b>Slide Number</b>		<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>
<i>Current version</i>	<i>Previous version</i>			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			



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<b>Day 3:</b>					
<b>Slide Number</b>		<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>	
<i>Current Version</i>	<i>Previous version</i>				
No.	No.				
No.	No.				
No.	No.				
No.	No.				
No.	No.				

<b>Day 4:</b>					
<b>Slide Number</b>		<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>	
<i>Current Version</i>	<i>Previous version</i>				
No.	No.				
No.	No.				
No.	No.				
No.	No.				

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<b>Other Materials</b>	<b>Task</b>	<b>Description</b>	<b>Comments</b>	<b>Completed</b>
Case Study	Update the case study	Case study should be aligned with the new version of the course		<input checked="" type="checkbox"/>
Exercises	Update the exercises	Exercises should be aligned with the new version of the course		<input checked="" type="checkbox"/>
Correction Keys	Update the correction keys	Correction keys should be aligned with the new version of the course		<input checked="" type="checkbox"/>
Exam 01	Update the exam	The exam should be aligned with the new version of the course	New multiple-choice exam published	<input checked="" type="checkbox"/>
Exam 02	Update the exam	The exam should be aligned with the new version of the course	New multiple-choice exam published	<input checked="" type="checkbox"/>
Candidate Handbook (CH)	Update CH	The CH should be aligned with the new version of the course		<input checked="" type="checkbox"/>
Course Description	Update Course Description on the web	The CD should be aligned with the new version of the course		<input checked="" type="checkbox"/>
Other Supporting Materials (Ex. Videos, Samples)	Update other supporting materials of the course	Other supporting materials should be aligned with the new version of the course	n/a	<input type="checkbox"/>

Comments:



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**NOTE:** This part is for internal purposes only.

**Revision history**

Version	Change description	Date
1.0	Initial release	n/a
1.4	Branding and logo update	2020-02-10
1.5	Font changed to Roboto. Minor technical modifications. Name of the form changed from "Change Log" to "Training Course Change Log" Removed EPG from the list of "Other Materials"	2021-02-01