

€ TRAINING

Management Systems Internal Auditor Based
on ISO 19011



12 - 16 May 2024
Manama (Bahrain)
Fraser Suites Seef Bahrain



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REF: A1821 DATE: 12 - 16 May 2024 Venue: Manama (Bahrain) - Fraser Suites Seef Bahrain Fee: 4925 Euro

Introduction:

The ISO 19011 Internal Auditor Training Program equips participants with the knowledge and skills required to conduct effective internal audits of management systems in accordance with ISO 19011. It empowers participants with the capabilities to enhance auditing practices and drive organizational excellence.

Program Objectives:

At the end of this program, participants will be able to:

- Understand and apply the principles and requirements of ISO 19011.
- Plan, conduct, report, and follow up on internal audits effectively.
- Identify non-conformities and recommend corrective actions.
- Promote continuous improvement within management systems.
- Contribute to the achievement of organizational objectives through effective auditing practices.

Targeted Audience:

- Quality managers and coordinators.
- Environmental, health, and safety managers.
- Information security managers.
- Compliance officers.
- Professionals involved in implementing and maintaining management systems.

Program Outline:

Unit 1:

Introduction to ISO 19011 and Management Systems Auditing:

- Overview of ISO 19011 standard and its relevance to management systems auditing.
- Understanding the principles of auditing and their application.
- Roles and responsibilities of internal auditors in management systems.

- Key concepts in auditing, including risk-based approach and audit criteria.
- Relationship between ISO 19011 and various management system standards.

Unit 2:

Planning and Preparation for Audits:

- Developing an audit plan based on organizational objectives and requirements.
- Identifying audit scope, objectives, and criteria.
- Gathering necessary documentation and resources for the audit.
- Conducting risk assessments to prioritize audit activities.
- Establishing communication channels with auditees and stakeholders.

Unit 3:

Conducting the Audit:

- Techniques for effective audit planning and scheduling.
- Conducting opening meetings and establishing rapport with auditees.
- Collecting and evaluating audit evidence to determine conformity.
- Identifying non-conformities and documenting findings.
- Communicating audit results objectively and professionally.

Unit 4:

Reporting and Follow-up:

- Preparing clear and concise audit reports that reflect audit findings.
- Communicating audit conclusions and recommendations to relevant stakeholders.
- Developing corrective action plans for addressing non-conformities.
- Monitoring and verifying the implementation of corrective actions.
- Conducting follow-up audits to ensure sustained compliance and improvement.

Unit 5:

Continuous Improvement and Professional Development:

- Utilizing audit findings to enhance the effectiveness of management systems.
- Promoting a culture of continuous improvement within the organization.
- Engaging in professional development opportunities to enhance auditing skills.
- Staying updated on changes and developments in management system standards.
- Contributing to the ongoing improvement of audit processes and practices.