€ TRAINING

ISO Internal Audit Process

2 - 6 September 2024
Kuala Lumpur (Malaysia)

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REF: A1580 DATE: 2 - 6 September 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction

This highly interactive training program is designed for those people who require a sound understanding of the techniques and principles of quality auditing. It also covers the role of the internal auditor in the development and improvement of an effective quality management system.

Internal auditing is changing and it is no longer enough that internal audits check conformance. Still, auditors now need to be able to audit processes with an emphasis on risk and performance improvement. Delegates will learn that they play a key role in developing and improving working practices across the organization. Delegates will also learn how to apply the 7 quality management principles.

Course Objectives:

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

- Teach the importance and purpose of an effective QMS
- Give an understanding of the role and responsibilities of an auditor in planning, conducting, reporting, and following up on a QMS audit to comply with standards.
- Produce audit reports that will help to improve the effectiveness of the QMS
- Understand how to use the results of internal audits to help drive improvements

Targeted Audience:

This training program is specifically designed for delegates with an interest in the quality auditing process, including principles and techniques involved with QMS. The course will also be relevant for those who are involved in the internal auditing of quality management systems, whose processes and procedures will be audited

Course Outlines:

Unit 1: Introduction to Internal Audits

- Learn the purpose and objectives of audits with respect to external versus internal audits.

Unit 2: Roles and Responsibilities of Internal Audits

- Understand the roles and responsibilities of the Lead Auditor, Team Auditor, Auditee, and Internal Audit Program Manager.

Unit 3: Plan the Internal Audit

- Discuss how to prepare for the internal audit, such as review of background information, development of the checklist, time management, and sampling.

Unit 4: Audit Execution

- Discuss interviewing techniques, collection of evidence, dealing with confrontation, and note-taking of

internal audits.

Unit 5: Reporting Results and Writing Non-Conformances

- Discuss the contents of the internal audit report and how to write a non-conformance.

Unit 6: Process Audits

- Learn how to conduct process audits beginning with the development of an internal audit checklist.

Unit 7: Internal Auditor Training Case Studies

- Share your company's own case studies during the Internal Auditing Course to guide discussion, understanding and conducting process audits.