

ISO 9001:2015 INTERNAL AUDITOR TRAINING COURSE

Introduction:

ISO 9001:2015 Internal Auditor Training provides the necessary input to master the skills needed by a Quality System Auditor as per ISO 19011 guidelines. This Internal Auditor training programme empowers employees to identify any gaps that challenge the effectiveness of an organisation's quality management system. It also provide both technical knowledge and practical skills essential to becoming a competent internal auditor for quality management system in line with ISO 19011.

Course Objectives:

- Understand the framework and structure of ISO 9001:2015
- Understand the role of an internal quality management system auditor
- Learn how to plan and conduct an internal audit
- Acquire skills to gather, analyse and interpret information to assess conformity in different settings to identify improvement
- Competency to write up the audit findings

Course Contents:

- Framework and structure of ISO 9001:2015
- Concepts of P-D-C-A and process approach
- Introduction to auditing with reference to ISO 19011
- ISO 9001:2015 internal auditing requirements
- Role of internal auditor, audit scope, frequency, responsibilities and criteria
- How to plan and conduct an internal audit
- Risk-based thinking internal audit
- Pre-audit preparation
- Reporting the audit and follow-up
- Preparing an audit programme, document review and audit checklists
- Questioning techniques
- Meetings, audit methods and audit evidence
- Preparing an internal audit report, corrective action and audit follow-up

Who Should Attend:

Quality Personnel, Management Representatives (MR), Lead QMS Auditors, Internal QMS Auditors and any personnel who wish to gain an in-depth understanding of internal auditing. Departmental personnel who are appointed as representative in the ISO committee and wish to understand how auditors approach an audit are also encouraged to attend.

Training Methodology:

- Lectures
- Group Work
- Exercises
- Case Studies
- Group Discussion
- Participants will receive comprehensive course manuals with reference materials.

Award of Certificate:

Participants will be issued with a Certificate of Successful Completion upon meeting 75% of the required course attendance.

Duration:

2 days (14 hours)

Course Fee:

\$420 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)