

ISO 9001 Internal Auditor Training Course

Course Description By completing our ISO 9001 Internal Auditor training course, you can gain the skills to monitor and improve your quality management system.

Working with our expert tutors, you will become confident in planning and performing an effective audit, as well as reporting and taking corrective action. You will build trust among your colleagues and customers by delivering a robust and effective quality management system that is ISO 9001 compliant.

Regular monitoring of quality standards will help you to achieve and maintain international ISO 9001 certification and this two-day course will equip you with the skills to tailor your own internal audit framework. Workshops, presentations and role-play activities will provide solid knowledge of quality standards auditing

Course Benefits

- Be better equipped to maintain compliance with ISO 9001:2008 requirements
- Understand which employees have quality management responsibilities and awareness
- Manage risks and improvements to your quality management system
- Be confident that your organization can rely on qualified internal auditors

Intended Audience

- Staff responsible for conducting internal audits
- Those who want to monitor quality management system performance

Course Duration 2.0 days

Agenda

Day 1

Time	Topic
9:00	Introduction
	Participants introductions
	Overview of course structure and learning objectives
	Explain the 8 principles of quality management
	Describe the fundamentals of quality management and the ISO 9000 series of standards
	Explain the principles and concepts of quality, quality management, and quality management systems
	Define an audit
	Overview of Process Auditing and ISO 19011
	Managing the audit program
	Audit activities
	Auditor responsibilities and competence
	Plan an internal audit
	Create work documents
	Conducting an (informal) opening meeting
	Collecting and verifying audit information
	Audit techniques
	Gathering and verifying information
	Introduction of audit findings and nonconformities
	Conducting the audit (Part 1)
	Day 1 wrap up
5:00	End of Day 1

Day 2

Time	Topic
9:00	Review of Day 1 Topics
	Conducting the audit (Part 2)
	Generate audit findings
	Identify and define nonconformities
	Prepare audit conclusions
	Write an audit report
	Closing meeting
	Conduct audit follow up
	Thank you and Goodbye
5:00	End of the course

Two short breaks will be taken at suitably convenient times in the morning and afternoon. An hour will be given for a lunch break. Additional breaks may be taken as long as agreed by delegates and tutor, and all learning objectives are met.