

Internal Audit Workshop



Internal Auditor Workshop for ISO 9000

This workshop has been specifically designed as an in-house event to give the participants an understanding of:

- Conducting internal audits to the ISO 9000 standards.
- Initial planing through to the completion of corrective action.
- Planning and experience at conducting a first live audit.

This workshop can be tailored to your specific organisational needs.

o Objectives

To ensure the participant:

- Has a working understanding of the ISO 9000 standard, its interpretation and subtleties.
- Understands the auditing process
- Can ensure audits add value to the company, by developing practical skills and building on the theoretical knowledge gained during the workshop and participating in a live audit.

o Benefits

Theoretical and practical knowledge gained in:

- The ISO 9000 international standards,
- Planning audits
- Interview technique
- Conducting an audit
- Definition and reporting Non-Conformance
- Corrective action
- Live Audits
- Interpersonal skills for auditors

The candidate will be conversant with the process and will conduct a live audit within your organisation's audit programme.

o Workshop Format

The workshop is normally provided on an in-house basis. Presentations are interspersed within class exercises to provide experience in applying the key techniques throughout the audit process lifecycle.

o Duration

The duration will depend upon the knowledge and understanding of the ISO 9000 standard and the level of experience of quality management systems of the participants. The workshop can be 2, 3 or 4 days depending upon your specific needs and the inclusion of a live audit at the end of the workshop.

o Workshop Content

- Quality Management Systems
- Introduction to the ISO 9000 Standards
- ISO 9001 & ISO9000-3
- The Internal audit process
- Audit scope and planning
- Human aspects of auditing
- Conducting an audit
- Non-Conformance
- Reporting
- Corrective action & continuous improvement.
- Closure
- Future developments - ISO 15504

o Who Should Attend

Those people who provide support for your audit programme, managers or audit team members.

For more information about this and other products contact:

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