ISO9001:2015 INTERNAL AUDITING TRAINING

DURATION: 2 DAYS
TIME SCHEDULE
Time: 9:00am to 5:00pm
Lunch Break: 1:00pm to 2:00pm

INTRODUCTION

The process based internal auditing is a management tool that enables the company to take an independent and accurate snapshot to see what an organization looks at a point in time. It checks the 3 C's (compliance, consistency& continual improvement) of an effective ISO 9001 and identifies the room for improvement. It also provides a reporting platform for the evidence of excellent performance in order to provide opportunities for recognition by management and motivation of people

This course will highlights also the new areas of ISO 9001:2015 to be covered under the audit plan. (i.e. context of organization, needs& expectation of interested parties, action plan to address risks and opportunities, knowledge management, control of changes etc).

BENEFITS

Upon completion of this program, participants will be able to:

- To understand management system auditing principles and practices necessary to meet the requirements of ISO 9001:2015
- To provide participant with an understanding of process approach auditing
- To learn and utilize essential audit techniques and skills
- To plan, develop, executing internal audit programme
- To report the internal audit findings and present audit summary effectively to their management

KEY CONTENT

MODULE 1 QUALITY MANAGEMENT SYSTEM ISO9001:2015
- New areas of ISO 9001:2015 to be covered under the audit plan

MODULE 2 OVERVIEW OF INTERNAL AUDITING
- Introduction to Auditing
- Why Audit and Its Benefits
- Auditing Principles
- Type of Audits
- Role of Internal Auditor

MODULE 3 PRE- INTERNAL AUDIT ACTIVITIES
- Overview on Process Approach
- Audit Strategy
- Audit Trail
- Audit Sampling Plan
- Audit Checklist
- Constructing Audit Questions

Break out exercise 1: Constructing audit strategy, checklist and question

MODULE 4 ON- SITE AUDITING
- Auditor Communication Skills
- Collecting and Verifying Audit Information
- Objective Evidence gathering process
- Notes taking during audit
- Generating Audit Findings

Break out exercise 2: Mock up audit at client premises

MODULE 5 POST AUDIT ACTIVITIES
- Non- Conformities report writing
- Conducting audit follow-up
- Auditee post-audit actions
- Auditor post-audit actions
- Nonconformity – review and closing

Break out exercise 3: Audit report writing and presentation

AUDIENCE

This course is suitable for Managers, internal auditors who are responsible for internal audit for QMS, process owners of QMS.

METHODOLOGY

This program is essentially participative. There will be Group Discussion, Presentation, Interactive Session Activities, Mock up audit (or role playing) and Video Learning.

Notes: Mock up audit will be conducted based on client existing ISO9001 system. (Either old standard ISO9001:2008 or ISO9001:2015)