



QMS Internal Auditor

An interactive and practical 2-day course designed for those responsible for internal audits and improving their organisation's Quality Management System aligned to the ISO9001:2008 standard.

The course is designed to enable delegates to perform internal audits essential for the effective management and improvement of an ISO9001:2008 Quality System.

Course Objectives

The objectives of the course are:

- Understand the ISO9001:2008 audit requirements.
- Understand the role and responsibility of internal auditors.
- Appreciate the softer skills of auditing.
- Learn to set audit objectives, schedule and summarise findings.
- Learn to gather objective evidence using a number of techniques.
- Learn how to structure audit meetings.
- Establish effective follow up actions.

Who should attend?

Those planning to become involved with internal quality audits or anyone who wants to refresh their auditing skills.

In-house Training

This course can be tailored to meet your organisation's needs and held at your premises or an external venue. To ensure the course is the most appropriate fit for your organisation our team will work closely with you to align the course content with your improvement journey. Ideally this can be achieved by visiting your site in advance of the course and/or through conducting live audits on your own system rather than use the generic training exercises.

Pre-Requisite

There are no pre-requisites for participating on this course but to attain maximum benefit it would be an advantage if delegates had some knowledge of their quality management system and the ISO9001:2008 standard.

Content Overview

- ✓ An overview of ISO9001:2008
- ✓ Planning and preparing for an audit, including the use of checklists
- ✓ The practical aspects of auditing
- ✓ Performing an audit
- ✓ Reporting findings and raising non-conformities/observations
- ✓ Follow up action



Regular internal auditing is the only way to confirm that your Quality Management System is working effectively and adding value to your business