



# Awareness of ISO 19011 Requirements

ISO 19011 is intended to provide guidelines for auditing ISO 9001, ISO 14001.

Got a clear explanation of the principles of management systems auditing, Advice on the competence and evaluation of auditors, Guidance on the management of audit programs and Guidance on the conduct of internal or external audits.

Participant will acquire knowledge, importance of measurement systems, the constraints faced by the application and different ways of those systems.

Participants will engage in activities that create an understanding of each standard element and its benefits for their organization and provide them with sufficient training that will permit them to perform audit effectively.

## Who Should Attend

- Individuals intending to work as External Auditors /those who wish to become third party Certification Auditors; as well as managers of companies being audited.
- Individuals interested in conducting first party, second party and third party audits
- Management representative, Quality Managers, Engineers and Consultants.

## Introduction to Auditing

- The development of ISO 19011
- Main elements of ISO 19011
- Benefits that ISO 19011 brings
- Terms and definitions of auditing
- Audit scope
- Audit process

## Types of Audits and Responsibilities

- Types of Audit
- Audit responsibilities
- A typical audit system

## ISO Standards On Auditing

- Purpose of the standard
- Structure of ISO 19011
- Principles of Audit
- Managing an Audit Program

## Audit Activities (Part 1)

- Audit Activities
- Audit Procedure
- Audit Planning
- Check lists

## Audit Activities ISO 19011

### Clause 6 (Part 2)

- Managing an audit program
- Audit program implementation
- Audit program record
- Audit program monitoring and reviewing

## Audit Activities ISO 19011

### Clause 6(Part3)

- Preparing audit conclusions
- Conducting the closing meeting
- Preparing, approving and distributing the audit report
- Completing the audit
- Conducting audit follow-up
- Competence and evaluation of auditors

## Accreditation and Certification Schemes

- Auditor certification
- Certification and registration
- National certification schemes
- IRCA code of conduct

**COURSE DURATION:** 3 Days

**TRAINING HOURS:** 15 hrs

**FEES/TRAINEE:** 450\$

**MINIMUM NO. OF TRAINEES:** 15

**LANGUAGE :** English / Arabic

