



# ISO 9001:2008 Internal Audit

## COURSE DESCRIPTION

Auditing is critical to compliance. It also ensures that you maximize the benefits that implementing ISO 9000 can bring.

This intensive course provides an understanding of auditing quality management systems the practical knowledge, tools and actual auditing experience for planning and scheduling an audit program for ISO 9001:2008

Participants will learn about auditor conduct and the different roles of an auditor, including how to structure and plan an effective audit, and how to evaluate and communicate audit findings.

Provide participants with sufficient training that will permit them to function immediately as members of a quality management systems audit team

This is an interactive workshop blending classroom instruction and simulated audit processes that leads delegates step-by-step through each stage, taking auditing from theory to practice.

## Learning Outcomes

Upon course completion, participants will be able to:

- Understanding the purpose and benefits of auditing
- Understanding the difference between 1st, 2nd and 3rd party audits and other types of audits
- Using and interpretation of ISO 9001 as a basis for audits
- Preparing and planning for audits (audit schedules, audit plans, audit checklist)
- Techniques and recording non-conformances
- Writing audit reports and follow-up on corrective actions

## COURSE OUTLINE

- An Overview on requirements of ISO 9001:2008 standard
- International Auditing Standards
- Introduction to the Audit system and its requirements
- Recognize the principles, practices, types of audits and Audit Responsibilities
- Conduct all phases of an internal audit (plan, execute, report, record, follow up, closure)
- Internal Audit and External audit
- Principals of planning and controlling audits
- Opening Meeting Agenda
- Estimate time and resource requirements
- Confirmation of Audit Plan / Audit Arrangement / Clarification
- Nonconformity Statements and Audit Summary
- Reviewing Audit observations
- Closing Meeting Preparation, Agenda
- Prepare and present effective reports and use checklists
- Corrective Action and Follow Up

### Who Should Attend

- Individuals interested in conducting, managing, or participating in first-party audits
- Quality control managers
- Quality assurance representatives
- ISO Coordinators / Team Members
- Individuals who want to become internal auditors for their company under ISO 9001:2008

**COURSE DURATION:** 3 Days

**TRAINING HOURS:** 15 hrs

**MINIMUM NO. OF TRAINEES:** 15

**LANGUAGE :** English / Arabic

