

Quality Management Systems ISO 9001:2008 Internal Auditor Training Course – SSCE/IQMSA

IRCA certificated course, Number : A17156

Duration: 2 days

Aims:

This course will equip participants with the knowledge and skills needed to assess and report on the conformance and effective implementation of processes, and to contribute to the continual improvement of the management system.

By the end of this course, participants will be able to:

- describe the role of internal audit in the maintenance and improvement of management systems
- explain the purpose and structure of ISO 9001:2008
- plan and prepare for an internal audit
- gather evidence through observation, interview and sampling
- write factual reports that help to improve the effectiveness of the management system
- suggest ways in which the effectiveness of corrective action might be verified

Profile:

This IRCA certificated course comprises sessions, workshops and role-play exercises. Participants are not expected to possess knowledge of auditing, quality management systems or ISO 9001:2008 before attending the course. Successful completion of this and the foundation course (SSCE/QMSFTC) fulfils part of the training requirements for certification as an Internal Auditor with the IRCA.

Course Programme:

DAY 1

08.45 COURSE REGISTRATION

09.00 Course introduction

Objectives, workshops, team-work, continuous assessment, administration and delegate introductions.

Session 1: Process-based Quality Management Systems

Workshop 1: Quality Management Systems Questionnaire

Session 2: Auditing for Continual Improvement

Workshop 1: Feedback

Session 3: Audit: Definition and Principles

Workshop 2: Auditing for Continual Improvement

13.00-14.00 Lunch

Workshop 2: Feedback

Session 4: Planning and Preparing for the Audit

Workshop 3: Internal Audit – Part 1: Preparation for an Audit

18.00 End of Day 1

There will be a break of 15 minutes mid-morning and mid-afternoon.

DAY 2

09.00 **Recapitulation**

Session 5: Conducting the Audit

Session 6: Audit Reporting and Follow-up

**Workshop 3: *Internal Audit – Part 2: Conducting the Audit (Role Play),
Feedback and Group Discussion***

Workshop 4: *Case Study – Team Preparation for Formal Presentations*

13.00-14.00 *Lunch*

Workshop 4: *Case Study - Presentations*

Session 7: Auditor Competence and Certification

16.45 **Course Review and Summary**

17.00 **End of Course**

There will be a break of 15 minutes mid-morning and mid-afternoon.