Training Outline

Quality Management System Training Series

ISO 9001:2015 Internal Audit Training

Program Overview

Audit is an evidence gathering process. Audit evidence is used to evaluate how well audit criteria are being met. Audits must be objective, impartial, and independent, and the audit process must be both systematic and documented. Internal audits are referred to as first-party audits. Organizations use internal (first party) audits to audit themselves for internal purposes. Company can use first party audits to declare that organization complies with the subscribed standards (e.g ISO 9001, ISO 14001 or ISO 45001).

In the context of this quality management standard, an auditor is a person who collects evidence in order to evaluate how well quality management systems meet requirements. Auditors are expected to determine whether quality management systems comply with standards and other planned arrangements. They must also be able to determine whether quality management systems are properly implemented and maintained. And they must be able to do all of this while being independent, objective, impartial and competent.

Training Objectives:

1. To provide in-depth understanding of the concepts of ISO 9001:2015 standard requirements
2. To provide the knowledge and skills for participants to plan and conduct effective internal audits on their management systems according to ISO 9001:2015.
3. Enable them to report audit findings clearly and undertake effective follow-up audit on corrective actions taken so as to ensure continual improvement.

Training Scope / Guideline

1. ISO 9001:2015 Quality management systems — Standard Requirements.
2. Guidelines for auditing management systems (ISO 19011:2018). A latest version of guideline for auditing by ISO in year 2018

Target Participant

Quality Manager, Document controller, Internal Auditor

Training outline of Internal Auditor Training

(2 days duration course)

Principles of auditing

- ✓ Understand on fundamentals of auditing process based from latest guidelines released by ISO.
- ✓ Value adding on existing QMS throughout an audit execution

Audit Program Development

- ✓ How to develop a constructive audit program
- ✓ Preparation of audit via Audit Planning
- ✓ Audit Execution – document review, gain information and audit conclusion
- ✓ Opening / closing meeting – method of conduct

Auditor Competency and Evaluation

- ✓ Basic determination of competency for internal auditor
- ✓ Competency against the organization context
- ✓ Evaluation criteria of auditor
- ✓ Standard Requirement review

Detail reviews on ISO 9001:2015

- ✓ Typical objectives evidence against company QMS procedure and work instruction.
- ✓ Justification of findings – NCR, Opportunity for Improvement, Observation etc..
- ✓ Management of findings

Correction, Corrective Action and Preventive Action

- ✓ Review the effectiveness of action
- ✓ Follow-up Activities

Audit Reporting

- ✓ Reviewing audit findings

Contact Information

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Why Us

Why OSH-ISIS Shall Be Your Preferred Partner

OSH ISIS provide a professional services motivated to design management system through dynamic platform for industry stakeholders.

More view on our system (click for viewing;

Simplified Management System   Hyperlinked Management System

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OSH-ISIS Provide Solution for:

OSH Training	OSH Smart Tool	OSH Consultancy	OSHE&Q Facilitation
https://youtu.be/Nk4OVlOkcUA	e-HIRARC Program. A smart tool for assessing risk and danger at workplace	Sample: http://osh-isis.com/hirarc.xlsx	
https://youtu.be/ojkhfwsJvvE	Integrated Safety Inspection System. An integration program to comply OSH-related laws and OHSAS 18001	Sample: http://osh-isis.com/isis.xls	
https://youtu.be/D8Xotr76_cw	An effective management of OSH legal		