



## **QMS INTERNAL AUDITOR COURSE - 2 DAYS DURATION**

### **COURSE OBJECTIVES**

To enable delegates to perform internal audits essential for the effective management and improvement of an ISO 9001:2008 Quality System.

### **BENEFITS**

The only way to be sure that a Quality Management System is operating effectively to ISO 9001 and helping you to run the business, is to audit it on a regular basis. This interactive course will be of benefit to you when conducting your organisation's Internal Audits. Your learning process will include a series of tutorials, interactive class sessions, a main case study and practical auditing exercises.

The course will describe how to schedule, plan and perform an audit, report findings, conduct opening and closing meetings and establish effective follow up action. With the help of the workshops and practical exercises you will experience the critical stages of an audit. Delegates will be supplied with a bound set of comprehensive notes to support the course.

### **WHO SHOULD ATTEND?**

Anyone planning to become involved with performing or managing internal quality audits or anyone who wants a refresher of their audit skills. To derive maximum benefit from the course, it would be beneficial if delegates had some knowledge of their own quality system and ideally, a familiarity with ISO 9001.

### **IN-HOUSE COURSES**

This course can be tailored to meet your organisation's needs and held at your premises or at a venue of your choice. If the course is held at your own premises, it may be possible to conduct live audits on your own system rather than use the normal exercises. Please ask for details.

### **THE COURSE INCLUDES**

- \* An overview of ISO 9001:2008
- \* 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

### **CONTINUING PROFESSIONAL DEVELOPMENT (CPD Points)**

Completion of this course will qualify for 14 CPD Points

### **CERTIFICATION**

All delegates will be awarded a certificate verifying attendance and completion of the course.

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