InspiringWays
Training

ISO 9001 Internal Auditor

Internal auditing is fundamental to maintaining a quality management system. Not only does it help you assess your organisation's compliance with requirements, but it also supports continual business improvement – a key quality management principle of ISO 9001.

This two-day CQI and IRCA certified ISO 9001 Internal Auditor training course is designed to teach attendees to plan and conduct internal QMS audits. They will learn how to play a full and active role in:

- ensuring the adequacy of a quality management system
- ensuring that the system conforms to ISO 9001:2015
- managing the effectiveness of the documented system and efficiency of the operation
- identifying risks and opportunities for process and business improvement.

COURSE DURATION
2 days

CPD
Equivalent to 14 hours

DATES & VENUES
View dates www.inspiringways.com

CERTIFICATES
A CQI and IRCA approved ISO 9001 Internal Auditor training course.

All delegates will receive a certificate on completion.

Course ID: 17953

Who should attend?

This CQI & IRCA Internal Auditor course is designed to build upon delegates' prior knowledge of ISO 9001 and teach them the skills to undertake internal audits of part of a QMS based on ISO 9001.

It is suitable for:

- staff who will be involved in performing internal audits within their organisation
- managers responsible for the effectiveness and efficiency of an operating unit
- auditees who wish to understand the audit process

Anyone with little or no prior knowledge of ISO 9001 will benefit from first attending our Introduction to ISO 9001:2015 training course. Delivered the day before the Internal Auditor course, the introduction provides an understanding of the requirements (clauses) of ISO 9001 and of key quality management principles.

Skills gained

By the end of this ISO 9001 Internal Auditor training course, delegates will understand the principles of internal QMS auditing and be able to:

- plan, conduct, report and follow up an internal audit of part of a quality management system based on ISO 9001, and in accordance with ISO 19011
- explain the process-based quality management system model for ISO 9001 with reference to the Plan, Do, Check, Act cycle, and the role of internal audit in the maintenance and improvement of quality management systems
- gather objective evidence through interview, observation and sampling of documentation
- write factual audit reports that help to improve the effectiveness of the management system by the implementation of appropriate corrective action

Key topics

Topics covered on the course include:

- Introduction to quality management systems (QMS) auditing
- Quality management systems (and related standards)
- The attributes and role of an internal auditor
- Factors for determining audit frequency
- The internal audit process: preparation, including planning and writing checklists
- The internal audit process: audit performance, including interviewing techniques
- The internal audit process: audit reporting and follow-up, including closing meeting

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Following successful completion, delegates will receive a CQI and IRCA approved ISO 9001 Internal Auditor training course certificate.

Course agenda

Our training courses are designed to optimise the learning experience for delegates both in face-to-face settings and in our Virtual Classroom.

Under the guidance of our expert tutors, attendees will follow an agenda which is briefly outlined below:

- Welcome and Introduction
- Section 1 Introduction to Quality Management Systems (QMS) Auditing
- Exercise 1 What is an Audit?
- Section 2 ISO 9001 QMS Requirements
- Exercise 2 Pre-course work run through
- Section 3 Managing an Internal Audit Programme
- Exercise 3 QMS purpose and benefits of improving its effectiveness
- Section 4 The Internal Audit Process: Phase 1 – Preparation
- Exercise 4 Factors for determining audit frequency
- Workshop 1 Case Study: Documentation Review
- Workshop 2 Case Study: Analysing a Process
- Workshop 3 Case Study: Audit Planning
- Workshop 4 Case Study: Process Audit Checklist
- Section 4 The Internal Audit Process: Phase 2 – Audit Performance
- Workshop 5 Opening Meeting
- Workshop 6 Audit Performance
- Workshop 7 Auditor Review and The Closing Meeting
- Section 4 The Internal Audit Process: Phase 3 – Reporting
- Workshop 8 Nonconformity Sheets and Report Writing
- Section 4 The Internal Audit Process: Phase 4 – Follow-up
- Workshop 9 Reviewing Corrective Action
- Section 5 The Auditor
- Course Review and Evaluation

In-company training

Ideal for groups, you can receive this course exclusively for your organisation at your premises or online in our user-friendly Virtual Classroom.

Enjoy cost-effective flexibility and personalised learning with tailored messaging designed to address your unique business challenges.