

## INTERNAL AUDITING FOR BEGINNERS COURSE

### A One-day Course for the Complete Novice

#### Course Introduction

This course is designed for the response to a demand from our customers, we are planning to run a number of our popular one-day courses for the complete beginner to auditing.

This one-day course is intended for people from any department who will be able to contribute to the audit process as support to more experienced auditors. Great for easing the load if you have a limited audit resource. No prior experience is needed.

#### What the Attendees will learn.

In one day we do not pretend to be able to create expert internal auditors. But what we can do is to provide the delegates with a basic understanding of:

- ◆ what internal auditing is
- ◆ the fundamentals of ISO 9001 standard (explained in plain language)
- ◆ the changes in ISO 9001: 2008
- ◆ processes and their structure
- ◆ the techniques for effective auditing
- ◆ the significance of the audit findings
- ◆ how to audit for improvement (not just seeking for non-conformance and conformance)

#### Who Should Attend

The course is intended for people from any department who will be able to contribute to the audit process as support to more experienced auditors.

#### How the Course Is Run

People learn best when they enjoy the experience. Which is why our experienced trainers provide instruction in the context of practical experience and we use a high degree of interesting, interactive exercises. We also recognise that people come from various backgrounds, experiences and confidence levels and we do our best to ensure that they all get the best from the learning experience.

**INTERNAL AUDITING FOR BEGINNERS COURSE**
**Programme**

<b>TIME</b>	<b>MODULE</b>	<b>SUBJECT</b>
08.45		<b>REFRESHMENT ON ARRIVAL</b>
09.00	Basic	<b>BASIC PRINCIPLES OF QUALITY SYSTEM AUDITING</b> Introduces the "audit cycle", the concepts of independent, objective auditors, the emphasis on auditor as constructive improves, add value to their quality systems, not just seekers of non-compliance
	Principles of	
	Auditing to	
09.30	Standards	<b>UNDERSTANDING PROCESSES</b> An examination of the 5 key process inputs, the two main outputs and feedback loops. The value adding process chain, internal and external customers.
10.15		<b>REFRESHMENT</b>
10.30		<b>WORKING WITH STANDARDS</b> How to use the quality management system standards as reference bases (the standards will vary dependent upon clients needs), the guidance standards for auditors (ISO 19011)
12.30		<b>LUNCH</b>
13.30	How to do	<b>PREPARATION FOR AUDITING</b> Instruction on how to prepare audit, including the preparation of check-lists and the audit programme. Practical exercise in which delegates working in small teams prepare to carry out an audit using case study material. The tutor is on hand to assist and feedbacks on audit skills.
	effective	
	audits and	
	putting the	
15:15	theory into	<b>Refreshment</b>
15:30	practice	<b>TECHNIQUES FOR EFFECTIVE AUDITING</b> Instruction on the approaches to audit using the forwards and trace back methods previously introduced and techniques for getting the best from the auditees.
18.00		<b>COURSE CLOSE</b> Presentation of the Certificates