



ISO - Internal Auditor Training (Onsite – 2 Days, 16 Hours)

Training Description:

Employees will learn that Internal Quality Audits are not performed just because it's a requirement for ISO, but that it can be a major driver for improvement within the company. A stronger company means more job stability and growth opportunities for them. A group of employees will learn the skills necessary to conduct and complete internal quality audits. Employees will learn how to develop Internal quality audit schedules, and audit plans with guidelines to address non-conformities, and most importantly how to document opportunities for improvement.

Training Objective:

Success will be measured by the successful completion of this module and having learned about;

- Purpose of the Internal Quality Audit
- In-depth study of the ISO standard
- Characteristics of auditors
- How to develop an audit schedule
- How to prepare for the audits
- How to conduct interviews and perform audits
- Processing of the results for correction and or continuous improvement
- Finally having learned to perform effective process audits.

Skill Attainment:

Employees will not only learn the skills that are necessary to perform internal audits in our company, but will also gain lifelong experiences that they can take with them in any future company they choose to join. ISO9001 is a must for companies if they wish to stay in business. Employees will receive a certificate for having completed the training from a registered lead assessor and trainer. This certificate will remain valid for as long as the standard remains in effect.



Phase 4 (2 Days)

ISO 9001 Internal Auditor Training

Conduct Auditor Training:

The basis for this training is to perform ISO 19011 auditor training to help trainees develop their own internal capability to perform Internal Quality Audits as required per ISO9001:2015. The training will consist of:

- ISO9001:2015 Overview (Summary of key requirements that need to be audited)
- ISO19011:2002 Guidelines for Quality and/or environmental management systems auditing

Preparing for the audit - Planning, scheduling, audit team, preparation, checklists, etc.

The audit – Execution, Checklists and Audit techniques

After the audit – Closing meeting and reporting (Including CAPA's)

Additional learning will result in:

- Understanding of the Process Approach
- Identify the requirements of an auditor
- Form an audit team
- Plan, prepare and execute an audit
- Classify, record, and resolve nonconformities
- How to implement preventative measures to avoid future nonconformities

Trainees will conduct an Internal Audit using the methods learned under supervision for hands on training.

Discuss what you should expect at registration.

Discuss the various outcomes of an audit.

Quality policy

Goals and objectives

Review existence of minimum requirements for audit readiness by registrar.