ISO9001 INTERNAL AUDITOR TRAINING
<2-DAY PROGRAM>

OVERVIEW

The ISO 9001:2018 Internal Audit Training Program is designed to provide both new and seasoned auditors with a comprehensive understanding of the ISO 9001:2018 standard and the auditing process and with practical skills and knowledge to effectively audit and improve the organization's quality management system. Internal Auditors need to:

- Understand the requirements and principles of the ISO 9001:2018 standard,
- Learn the fundamentals of internal auditing and the auditing process,
- Gain practical skills to prepare and conduct internal audit,
- To learn how to report audit findings and develop recommendations for improvement,
- To understand risk-based thinking and how to incorporate it into the auditing process,
- To identify opportunities for continual improvement within an organization's quality management system.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Understand the requirements and principles of the ISO 9001:2018 standard.
- Plan and prepare for internal audits, including identifying audit criteria and collecting audit evidence.
- Conduct effective internal audits using appropriate interviewing techniques and observation skills.
- Report audit findings and develop recommendations for improvement.
- Incorporate risk-based thinking into the auditing process.
- Identify opportunities for continual improvement within an organization's quality management system.

WHO SHOULD ATTEND

New to internal auditing will benefit from the fundamental knowledge and skills necessary to conduct effective internal auditing.

Seasoned auditors will have the opportunity to refresh their skills and stay up to date with the latest trends and best practices.

Other professionals (Quality managers, process owners and management team) who are involved in quality management systems or who are seeking to gain a better understanding of the requirements of ISO 9001:2018

METHODOLOGY

Throughout this two-day program, we will explore the key concepts and principles of ISO 9001:2018, internal auditing fundamentals, and risk-based thinking.

Interactive activities such as group discussions, case studies, role-playing, and other exercises will be used to reinforce the key concepts and principles covered in each session.

COURSE OUTLINE

**Day One: **

Session 1: Introduction to ISO 9001:2018

• Overview of ISO 9001:2018

• Key concepts and principles

• Benefits of implementing ISO 9001:2018

Session 2: Internal Auditing Fundamentals

• Importance of internal auditing

• Principles of auditing

• Types of audits

• Steps involved in the auditing process.

Session 3: Preparing for an Audit

• Developing an audit plan

• Identifying audit criteria

• Collecting and analyzing audit evidence

• Understanding the audit scope

Session 4: Conducting an Audit

- Conducting opening and closing meetings

- Interviewing techniques

- Conducting on-site observations

- Handling non-conformances

Day Two:

Session 5: Reporting Audit Findings

- Writing an audit report

- Presenting audit findings

- Follow-up actions and corrective actions

Session 6: Continual Improvement

- Understanding continual improvement

- The role of internal auditing in continual improvement

- Identifying opportunities for improvement

Session 7: Integration of Risk-Based Thinking into auditing

- Understanding risk-based thinking

- Identifying and assessing risks

- Managing risks

- Incorporating risk-based thinking into audits

- Identifying and assessing risks during audits

- Mitigating risks during audits

Session 8: Case Studies & Wrap up

• Reviewing case studies and scenarios

• Identifying key audit findings

• Developing recommendations for improvement

• Review of key concepts

• Feedback and evaluation

• Next steps for ongoing improvement

TIME	DAY 1	DAY 2
9.00 ~ 9.30	Welcome, Program Introduction and Overview	Session 5: Reporting Audit Finding
9.30 ~ 10.30	Session 1: Introduction to ISO 9001:2018	
10.30 ~ 10.45	Morning Break	Morning Break
10.45 ~ 12.30	Session 2: Internal Auditing Fundamentals	Session 6: Continual Improvement
12.30 ~ 1.30	Lunch	Lunch
1.30 ~ 3.15	Session 3: Preparing for an Audit	Session 7: Risk Based Thinking and Auditing
3.15 ~ 3.30	Evening Break	Evening Break
3.30 ~ 5.00	Session 4: Conducting an Audit	Session 8: Case Studies and Wrap up