

Course Name: ISO 9001: 2015 Quality Management Systems Internal Quality Auditor Training

Synopsis

This course will provide the participants with the practical internal quality audit skills of ISO 9001: 2015. In addition, examples and guidelines of auditing will be provided in this course.

What You Will Learn

Learning Outcome:

Upon completion of this course, the participants will be able to:

- Prepare an audit plan
- Write the audit notes and audit findings
- Prepare an audit report
- Conduct an opening and closing audit meeting
- Provide participants with internal audit practical experience
- Improve audit effectiveness in the organisation



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Who Should Attend

Those who should attend this course include:

1. Quality Managers and Quality Assurance Professionals
2. Internal Auditors
3. Quality Control Personnel
4. Compliance Officers
5. Management Representatives
6. Consultants
7. Process Improvement Team Members
8. New Auditors
9. Supplier Auditors
10. Project Managers
11. Business Owners and Entrepreneurs

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

2 day(s) - 9am - 5pm

Course Structure

Session 1: QUALITY MANAGEMENT SYSTEM

- What is Quality Management System?
- ISO 9001:2015 requirements
- What is ISO 9000 series?

Session 2: AUDITING

- Definition of audit
- Audit process
- Principles of auditing

Session 3: AUDIT PLANNING

- Audit preparation
- Audit Notification
- Audit Schedule

Session 4: DEVELOPMENT OF CHECKLIST (1)

- Function of audit checklist
- Audit checklist preparation
- Audit checklist details and information
- ISO 9001:2015 Requirements (Clause 4 to Clause 7)

Session 5: DEVELOPMENT OF CHECKLIST (2)

- ISO 9001:2015 Requirements (Clause 8 to Clause 10)

Session 6: AUDIT PROCESS

- Preparation of audit
- Opening meeting
- Types of audit questions
- Documenting audit findings
- Type of audit non-conformity
- Closing audit meeting

Session 7: AUDIT REPORTING AND FOLLOW UP

- Internal audit report content
- Internal audit flow chart

Session 8: PRACTICAL WORKSHOP ON AUDITING

- Practical workshop on preparation of audit notes, check list, raise non-conformance.