

Conducting An Effective Internal Audit Training

Internal audits are well-planned, highly coordinated events that minimize disruption to the operation. For this to happen, the members of the internal auditor team not only need to understand the basic audit process, but they need to know how to gather relevant information, and documented evidence so as to clearly record what they see and hear and to dig deep in order to yield valuable insights.

Upon successful completion of the course, participants will be able to effectively plan, prepare and carry out an internal audit and be able to evaluate the significance of audit findings, develop and implement corrective actions. Participants will also have the means for improvements of their management systems.

Course outline

- Key Terms and Definitions
- Managing An Audit Programme
- Understanding the Activities of An Audit
- Initiating the Audit
- Conducting Document Review
- Preparation for On-Site Audit Activities
- Conducting of Opening Meeting
- Collecting and Verifying Information
- Preparation of Audit Report
- Conducting of Closing Meeting

Who should attend

This course is designed and aimed for individuals such as quality management team leader and members, management representative and internal auditors who will be responsible for developing, implementing and maintaining a quality management system.

Prerequisites

It is recommended for participants to complete the Maintaining Your ISO 9001:2015 Quality Management System and/or Business continuity Management: How to develop a Business Continuity Plan and/or SS620:2016 Awareness Training (Good Distribution Practice for Medical Devices).

Course Duration

4 hours

Course Fees

\$190 before GST



Exam and certification

- Participants will need to complete a four-hour live training and assessment at the end of the course.
- Participants will be required to achieve at least 80% of total marks in the assessment.
- An electronic Certificate of Completion will be awarded upon successful completion of the online assessment.

