

ISO 9001:2008 Internal Auditor

Course Description:

This course is designed primarily to provide information on how to conduct audits in accordance with the ISO 9000 series of standards:

- ISO 19011:2011 - "Guidelines for Auditing Management Systems", and
- "Guidance on the Concept and Use of the Process Approach for Management Systems"

Participants will acquire the required knowledge and skills that will enable them to plan, perform and document internal audits. Through a balance of formal presentations, case studies, simulation of audit activities and group activities, participants will learn the necessary elements to perform a quality audit. A review of ISO 9001:2008 is included to ensure everyone has a thorough and common understanding of the terminology used and of the requirements.

Learning Objectives:

- Acquire knowledge of the requirements of the ISO 9001:2008 standard.
- Appreciate the roles and responsibilities of the Auditor.
- Apply the concepts and guidelines detailed in ISO 19011:2011 when performing an audit.
- Practice all phases of an internal audit including using checklists, running meetings and writing reports.
- Develop the necessary communication skills, leadership skills and attitudes to perform an internal audit.

Who Should Attend:

- Staff responsible for documenting management system processes.
- Staff who, as part of their responsibilities, carry out the audit function.
- Any individual interested in managing or participating in an internal audit.

Prerequisites:

Participants should have taken the "Understanding & Implementing ISO 9001:2008" course or have a basic working knowledge of the ISO 9001:2008 standard requirements.

Location:

- Public Course
- On-Site: An actual audit "walk-through" may be used as part of the instructional process for on-site training during day two (instead of the generic exercises used in the public course).

Duration:

- Two (2) Days

Cancellation Policy

An administration fee will be charged for cancellations less than 14 days prior to the course date. Substitutions will be permitted at any time. Course transfers may be made without penalty. The BRC reserves the right to cancel any seminar and will, in such event, fully refund all registration fees. No liability is assumed by the organizers for changes in seminar dates, content, speakers or venue.