

Programme

INTERNAL QMS AUDITOR

DAY 1

09.00	Session 1 – INTRODUCTION
09.45	Session 2 - VERIFICATION OF PRE-COURSE READING
10.45	BREAK (15 minutes)
11.00	Session 3 - PRE-COURSE READING QUIZ
11.30	Session 4 - AUDIT CYCLE & ROLES and RESPONSIBILITIES
12.00	Session 5 – PRE-AUDIT ACTIVITIES and SCOPES
12.30	LUNCH (45 minutes)
13.15	CASE STUDY 1 - Determine audit scope and purpose, review top level documentation.
13.50	Session 6 - AUDIT PLANNING
14.30	CASE STUDY 2 – Prepare audit plan, including arrangements and agenda for opening and closing meeting.
15.00	BREAK (15 minutes)
15.15	Session 7 - CHECKLISTS
16.15	CASE STUDY 3 – Prepare audit checklist
17.00	CLOSE

DAY 2

08.45	Session 8 – REVIEW and COMPLETE DAY 1 QUIZ
09.35	Session 9 - CONDUCTING AUDITS – THE 6 STAGE APPROACH
10.10	BREAK (15 minutes)
10.25	Session 9 (continued)
11.10	Session 10 – IDENTIFYING CONFORMITY AND NONCONFORMITY
11.40	CASE STUDY 4 – Prepare working documents
12.15	LUNCH (45 minutes)
13.00	CASE STUDY 5 – Audit practice
14.55	BREAK (15 minutes)
15.10	Session 11 – REPORTING THE AUDIT
15.40	CASE STUDY 6 – Write and present audit reports
16.05	Session 12 – ISO 9001 CORRECTIVE ACTION PROCESS
16.25	Session 13 - EVALUATING CORRECTIVE ACTIONS
	COURSE REVIEW
17.00	COURSE CLOSE

This programme is for guidance only and may be changed without notification. Start and finish times will usually remain unchanged