

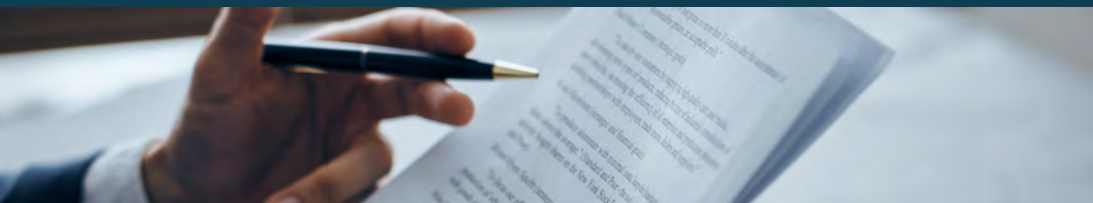
**MiChem Dynamics**  
LEADING CHANGE

# INTERNAL AUDITING OF QUALITY MANAGEMENT SYSTEMS TRAINING

Quality audits are used in the industry to evaluate management systems and to ascertain readiness for certification of the quality management system pertaining to the relevant standard, and/or to confirm legal compliance.

Once an organisation has developed and implemented its Quality Management System (QMS), it shall be maintained and improved upon. One of the most important verification tools within the QMS is the internal audit. Internal auditors shall be competent in conducting effective internal audits within the organisation.

The ISO 9001:2015 refer to the use of the ISO 19011 as a guideline for conducting internal audits. This standard is referred to during this course to prepare the internal auditor for a successful audit.



THE COURSE WILL RUN OVER A PERIOD OF 2 DAYS

## WHO SHOULD ATTEND THIS COURSE:

- Employees involved in managing the audit programme.
- Employees involved in conducting internal audits of the quality management system.

## MINIMUM ENTRY REQUIREMENTS:

- Fluency in English writing and reading skills

## TUITION:

- Training material included (English)
- Certificate of attendance or competence (based on outcome of assessment) will be issued on successful completion of training.

## PRE-REQUISITE:

- The delegate should have successfully completed an ISO 9001:2015 Quality management system course.

## LEARNING OUTCOMES:

- Understand the principles and importance of internal auditing as per the ISO 19011.
- Understanding of audit terminology.
- The core skills and knowledge required for auditors.
- Competency in planning for and conducting an audit based on the requirements of ISO 9001:2015.

## COURSE CONTENT:

### DAY 1

- Demonstrate an understanding of auditing principles relating to a quality management system
  - The purpose and principles of auditing
  - Establishing the audit programme objectives
  - Defining the objectives, scope and criteria for an internal audit
  - Determining audit programme resources
  - Managing the audit programme
  - Types of audits
- Plan for and perform an audit within a quality management system
  - Audit activities are planned
  - Parties involved in the audit are notified
  - Audit activities are conducted
  - Results of the audit are recorded and reported
- Evaluate and report on the findings of the audit within a quality management system
  - Results of the audit are evaluated and interpreted

### DAY 2

- Evaluate and report on the findings of the audit within a quality management system  
Continue
  - Nonconformances to the FSMS and their causes are identified and addressed
  - Reports on the findings of the audit are generated and distributed
- Auditing the requirements of ISO 9001:2015
  - Clause 4 – Context of the organisation
  - Clause 5 – Leadership
  - Clause 6 – Planning
  - Clause 7 – Support
  - Clause 8 – Operations
  - Clause 9 – Performance evaluation
  - Clause 10 – Improvement

