



ISO 9001:2015 QMS Internal Audit

Introduction

The requirements of ISO 19011 series of Guidelines for Quality and /or Environmental Management Systems Auditing explicitly specify requirements for appropriately qualified personnel to perform the audit task.

An efficient internal auditing procedure is crucial to good Quality Management System (QMS). It helps to locate system faults or oversights and allow corrective action to be taken to eliminate the root cause of the nonconformance. An effective and efficient internal audit will provide management with an accurate reporting on the overall QMS performance at a minimum cost.

Training Objectives

This course is designed for internal quality auditors to carry out an effective audit on the company's overall quality system to comply with ISO 9001

It provides the audit framework, which covers auditing skills, objective information and evidence gathering, writing of audit notes and audit report.

It also provides examples of live audit to guide the auditor in order to establish the proper audit trail. An effective and efficient internal quality audit will provide the management with an accurate reporting on the overall quality system status at a minimum cost.

Course Content

The Management of Auditing
Preparation of the Audit Program
Preparation of the Audit Checklist
Preparation of the Nonconformance Reports
Preparation of the Audit Report
Analysis of Audit Results



Tentative Training Programme

Time	Proposed Itinerary
0830 – 0900	Participants Arrival and Registration
0900 – 1030	The Management of Auditing
1030 – 1045	Break – Morning Tea Break
1045 – 1200	The Management of Auditing
1200 – 1300	Workshop : Preparation of the Audit Checklist
1300 – 1400	Lunch
1400 – 1500	Workshop: Practical Training
1500 – 1600	Workshop: Preparation of the Nonconformance Reports
1600 – 1615	Break – Evening Tea Break
1615 – 1700	Workshop: Preparation of the Audit Report
1700 – 1730	Summary / QA Session



Audit Report Structure

1. Audit purpose, objective, & scope
2. Auditors, dates, auditee.
3. Observations & supporting evidence
4. Recommendations for improvements.
5. Recommendations for follow-up audit of corrective actions.



REGISTRATION FORM

ISO 9001:2015 Internal Audit

Date : 9th August 2017

Venue : Kota Permai Golf & Country Club Kota Kemuning Shah Alam

Fee : RM500 per person

CONTACT PERSON DETAIL

Company Name & Address:

Tel. No :

Fax No. :

Participant Name	Position	E-mail Address & Mobile Phone No.

Payment

- Cheques payment made payable to **Prinsip Mahir Sdn Bhd** OR Bank-in to our Hong Leong Bank A/C No. **067-000-59788**
- Wire transfer: **Hong Leong Bank Berhad, No. 1 & 3, Jalan Seri Sarawak 17, Taman Sri Andalas, 41200 Klang, Selangor**
- Swift Code : **HLBB MYKL**

- Any cancellation of registration upon confirmation will not be entertained.
- If the participant is unable to attend, a replacement is acceptable as the fees are non-refundable.
- PM reserves the right to change the course date, speaker(s) and venue if it deemed necessary.
- Course fee is 100% HRDF Claimable under SBL Scheme