

Internal Auditor Training – Process Based

By QCS

Instructor:

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Outline:

Auditing Fundamentals

- Audit Types
- Audit Criteria
- ISO9001:2008
- Previous audit results
- Opening and closing meetings

Auditor expectations

- Professional Conduct
- Interviewing Techniques
- Auditee selection sensitivity

Audit Preparation

- Audit Planning Elements
- Audit Document Review
- Auditing Tools

Auditing Tools and Techniques

- Process auditing-Use of templates
- Use of check sheet
- Use of process matrix

Audit Performance

- Audit Working Papers
- Objective evidence
- Audit Analysis

. Audit Reporting

- Audit Reporting during audit
- Final report

Audit Follow-up & Closure

- Verification of Corrective Action