



J E M O Limited

## Internal Auditor Training Course

### How to Carry Out Professional Management System Audits

#### Course Description

Internal audits are a routine part of today's quality management. They should concentrate on determining conformance but in many cases auditors only focus on non-compliance. In this course the delegates are shown how to carry out internal audits which:

- Are effective and efficient
- Look for improvement opportunities as well as conformance
- Are value adding

Many of the techniques taught are equally applicable to supplier audits.

The course is run against ISO 9001: 2008 but can equally be based on other standards such as Good Manufacturing Practice (GMP), Good Laboratory Practice (GLP) and others (e.g. internal company standards).

#### Learning Objectives

At the conclusion of the course, attendees should be able to:

- Use the ask-look-check-record technique for seeking the true state of the quality management system
- Use forward and trace-back techniques for auditing a process based system
- Understand the component parts of a quality management system process and how the processes inter-relate
- Establish audit checklists in the same sequence as the process
- Establish an audit schedule which ensures an efficient audit
- Use the most appropriate approach for obtaining information from the auditees
- Report the audit findings in a constructive manner and categorise any nonconformities and improvement opportunities found
- Put the audit findings and possible corrective actions into a business impact matrix (cost versus benefit)



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### Course Structure

The course is structured in modules which provide flexibility to meet individual needs. We use accelerated learning techniques to speed the learning process and make the learning enjoyable.

Significant emphasis is placed on practical application of what has been taught and the second day is devoted to exercise on internal auditing.

### Cost

This 2-day course is £590+ VAT includes refreshments, buffet lunch and course notes.  
(Accommodation is extra\*)

\*The accommodation costs starts from £70/per night (B&B) in nearby hotel (within walking distance).  
Please state your requirement in time of booking.