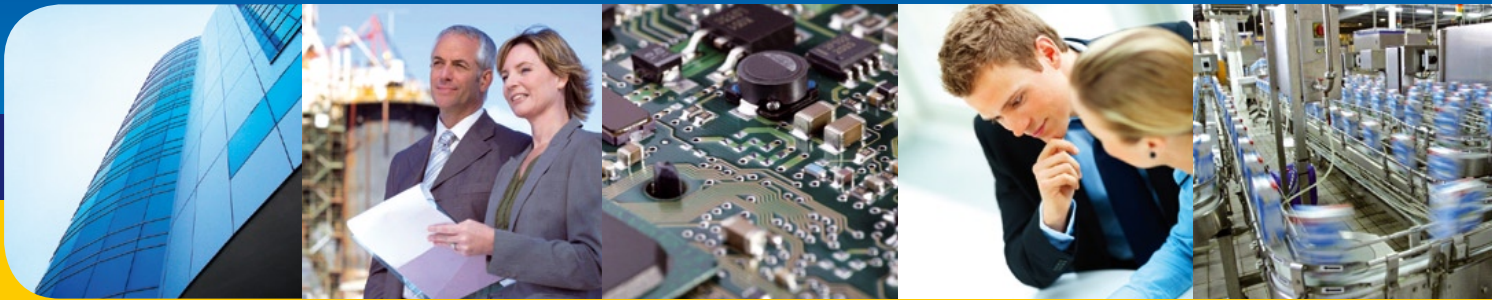


Effective Internal Auditing

2 Days – Open Access Training



Make your management system audits **effective**

A company's management system should help drive continual improvement throughout the organisation. Internal auditing is integral to having successful systems and an effective audit programme reviews each part of your system in turn, identifying any areas that require improvement. The actions and that are subsequently agreed and monitored ensure that the management system is improved and the organisation benefits as a result.

Course purpose & aims

This programme enables delegates to gain the knowledge and skills to carry out effective internal audits. You will learn:

- ✓ The basic concepts of how an auditing programme can help ensure continual improvement within a management system
- ✓ How internal auditing is a vital component of the Plan, Do, Check, Act (PDCA) approach
- ✓ The six stages of effective auditing
- ✓ The basic requirements of ISO 9001: 2008
- ✓ How to plan and carry out audits
- ✓ Skills to encourage cooperation from people being audited
- ✓ How and when to raise nonconformities
- ✓ Feeding back and getting commitment to improvement actions

Who is this course for?

This programme is designed for individuals who will be responsible for carrying out audits, either internally or at suppliers, people who are new to auditing as well as those who wish to bring their skills up to date.

Prior auditing or systems experience is not required. Some prior knowledge of ISO 9001 is an advantage.

“Very good course, paced well. I learned a lot and feel really confident about carrying out internal duties within my own organisation”

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What does the programme cover?

Internal auditing is a structured approach to finding out whether your systems are working and to help you achieve your business objectives.

Programme includes:

Basic concepts

- How the PDCA cycle can be used to improve organisations
- What is the process approach and how it can be used within auditing
- What the real purpose of internal auditing is
- The main requirements of ISO 9001

Six stages of successful audits

- How to plan an audit programme based on status and importance
- Preparing audits using a process approach
- Carrying out audits
- Building rapport with auditees
- Feeding back results and ensure non-compliances and improvement suggestions are clear, concise and accepted
- Ensuring corrective actions are agreed and followed up

Course structure

The internal auditing programme consists of lecture-based sessions, discussion group exercises and an interactive audit simulation. Accelerated Learning approaches are extensively used to ensure rapid learning and maximum knowledge retention. Students are encouraged to share experiences from their own organisations with the training group.

The programme is an innovative and effective method of ensuring delegates truly understand what auditing is about, and that they can apply what they have learnt during the programme. All course materials are provided in a full colour hard copy folder, with digital copies on CD for future reference, together with templates of useful forms and procedures.

Effective Internal Auditing certification

Upon successful course completion students will receive a certificate of training competence.

Prices

First delegate - **£595 + VAT**

Second delegate - **£535 + VAT**

Third & subsequent delegates - **£474 + VAT**

“Very well delivered, explained all elements of auditing clearly and informatively. Really enjoyed the course”

“I have gained a greater understanding of the audit system and feel much more confident carrying out audits and also being audited”