Internal Audit Course

Course Objectives

- Learn the essentials of auditing, which include the techniques in assessing the effectiveness of quality systems and identifying areas for improvement.
- Acquire the skills to plan, implement and report on internal quality system audits.

Course Duration
2 Days

Who Should Attend
This course is designed for quality managers and internal auditors of laboratory or inspection body who are involved in the internal audit based on ISO/IEC 17025, ISO 15189 and ISO/IEC 17020.

Course Outline
- Maximising the benefits of internal audits
- The human relations aspects of being an effective auditor
- Managing an audit program, including scheduling of audits
- Preparing for an audit, including checklist preparation
- Conducting an audit, including:
  - What to evaluate
  - How to interview staff and gather evidence
  - How much to evaluate (Taking a sufficient sample)
  - Following information and audit trails
- Classifying and grading the findings
- Preparing reports that help management improve systems and performance
- The corrective and preventive action process