



Quality Management Systems
Operations Management
Business Planning
Training

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Internal Auditor Training Workshop

Module 1 *

- Introduction
- Quality Principles and Practices
- Communications Skills Exercise
- Understanding a Process Based System
- Requirements and Interpretation of the Standard

Module 2

- Communications Skills Exercise Review
- Documentation Requirements of the Standard
- Interpretation Exercise
- Introduction to Quality Systems Audits
- Preparing for an Audit
- Review of Internal Audit Procedure and Audit Planning Exercise

Module 3

- Conducting the Audit
- Preparing Findings and Final Report
- Nonconformity Writing Exercise
- Corrective Action and Follow-up Activities
- Corrective Action Exercise

Module 4 **

- Practice Audits
- Preparation of Reports
- Review of Audits and Critique

Module 5, Module 6

- Practice Audits
- Preparation of Reports
- Review of Audits and Critique

* Fifteen minute breaks are scheduled during each module. Each module is approximately one-half day duration. Modules can be completed in several days or over the course of up to four weeks. Lunch is approximately one-half hour between modules as appropriate.

** The training can be concluded at the end of Module 4 with review and critique or additional time can be provided for more hands-on auditing.