



INTERNAL AUDITS COURSE – MANAGEMENT SYSTEMS

Course Details

MCCAA – Standards and Metrology Institute will be holding an Internal Audits Course based on the guidelines defined in ISO 19011:2015 as described below.

Course Objectives:

- Gain a comprehensive overview of the management system standards
- Learn how to set objectives for, plan and perform an internal audit
- Understand the implications of employee behaviour on management system internal audits
- Gain the ability to confidently report findings and take corrective action
- Increase your professional competencies and gain wide recognition

Course Programme:

DAY 1

Morning

0830 Registration

0900 Introduction

Overview of requirements of internal auditing in management systems standards

Overview of the principles and common requirements of management systems standards ISO9001, ISO14001, ISO17025

1230 Lunch

Afternoon

1330 Internal Auditing – Principles & Process Approach

Planning internal audits

Preparing for internal audits

Establishing the audit objectives, scope and criteria

1600 End of Day 1

DAY 2Morning

0900 Conducting internal audits
Opening Meetings
Sampling techniques
Interviewing techniques
Collecting objective evidence
Recording traceable factual information
Establishing findings and determining non conformities
Documenting non conformities
Report writing

1230 Lunch

Afternoon

1330 Closing Meeting
Presenting audit conclusions to top management
1430 Further discussions and start of exam
1530 End of exam
1600 End of Day 2

Course Notes:

- ❖ During the course, a number of case studies will be given for discussion purposes.
- ❖ The exam will be in multiple choice format and open book.
- ❖ A training course certificate will be issued to the participants.
- ❖ Interested participants are to fill in the attached registration form.
- ❖ Places are limited to 20 people on a first come first served basis.
- ❖ Course fees are provided in the registration form.