



Get more value from
your management system

Internal Auditor training



Internal audits can add **real value** to management systems by identifying problems and opportunities for improvement – leading to many benefits for the organisation and its customers. It's not surprising to find they are a **mandatory** requirement of standards such as ISO9001, ISO14001, AS/NZS 4801, and OHSAS18001. **Therefore, any organisation seeking to be certified needs to have an internal audit program in place.** However, without training, many don't achieve the benefits they should. In the current economic climate, it's more important than ever to get smart. This course will help you to do just that!

The key advantage of this course is the pre-session training material provided on CD. This enables a basic understanding of management systems and internal auditing to be gained **before** the class session. Training time is therefore reduced from a typical 2-day period to 1-day – **saving cost** and helping people to fit the training into their busy schedules.

Summary

- 1-day training course “Internal Auditor – Integrated Management Systems”.
- Pre-course Training material supplied on CD
- Combination of theory and practical training
- Certificate of attendance issued by a JASANZ-accredited certification body

Scope

The course is focused on the general principles of internal auditing a management system based on the requirements of ISO 9001 Quality / ISO 14001 Environmental / AS/NZS 4801 & OHSAS 18001 Health & Safety.

Aims

The course aims to add value to organisations by providing attendees with:

- A better understanding of the internal audit process
- The skills and confidence to plan, perform and record internal audits within their own organisation

Objectives

Upon completing this course, attendees should be able to:

- Schedule an audit programme using a risk-based approach
- Plan an individual audit
- Conduct the audit using effective questioning and listening techniques
- Complete an 'Audit Record' to report their findings
- Complete any associated 'Action Forms' or 'CARs'

Advantages

The course offers a unique combination of advantages:

- Pre-course material on CD helps prepare students better - **saving time** in the classroom, and offering a **long-term reference** resource
- Training can be performed at our premises or your own - **saving travel time and cost**
- All those successfully completing the training receive **certificate of attendance** issued by a JASANZ-accredited certification body
- Our trainers are all experienced, professional auditors themselves – and have trained thousands of students over 15 years

Format

The course includes both theoretical and practical components. Theory includes lectures / discussion on:

- The role of internal auditing in a management system
- The requirements of the standards
- The internal audit process
- Taking a risk-based approach
- Seeking evidence and interview techniques
- Reports / checklists

Practical includes:

- Group exercises – working through case studies
- Reviewing a process plan, and preparing an audit checklist for it
- Planning, performing and recording one or more internal audits
- Group discussion

Venue

Sessions are held at Qudos headquarters in central Brisbane, and facilities in Sydney and Melbourne. For group bookings, sessions may also be held at your own premises.

Course materials & Certification

All attendees are provided with:

- A CD with training presentations on the PDCA (continuous improvement) cycle, and internal auditing of management systems, and an e-book on quality management. This offers pre-course study material to bring any attendees up to speed on basic principles, and a long-term reference source.
- A training book
- Notepad / Clipboard
- Generic internal audit procedure and forms



Qudos Management Pty. Ltd.

Your Compliance & Risk Management Partner
Environment | Health & Safety | Quality

Brisbane (Head Office)

Street address: 320 Adelaide Street, Brisbane, Queensland 4000
Postal: GPO Box 111, Brisbane, Queensland 4001, Australia
Tel: +61 (7) 3010 9259 Fax: +61 (7) 3010 9001

Sydney

Street address: 3 Spring Street, Sydney, NSW 2000
Postal: GPO Box 4216, Sydney NSW 2001
Tel: +61 (2) 8249 4670 Fax: +61 (2) 8249 4001

Email: sales@qudos-software.com

Web: www.qudos-software.com