



## Internal Auditor / Quality Management Systems Package (no 2)

**Cost:** \$1,800 incl GST

**Duration:** 3 Days : Bimonthly

**Time:** 9:30am to 3:30pm

**Location:** Logan Logan Brisbane Sydney Melbourne Adelaide Perth Canberra

**For more info:** [www.iigi.com](http://www.iigi.com) or 1300 857 149

**Email:** [admin@iigi.com.au](mailto:admin@iigi.com.au)

### Purpose

The principles and practices contained in this 3 day course apply to Quality, Environmental, Safety, Carbon, Energy and Integrated Management Systems. This course takes a practical approach to auditing and is:

- Designed for Internal Audit Program Managers to establish audit programs that add value and identify and manage business and process risk
- Guide and Train auditors to plan conduct and report on internal audits,

### Course Outline

This course covers the following topics.

- Introduction to the Principles and Practices of Internal Auditing/Overview of the Internal Audit Process
- Audit Scheduling including the various styles of auditing and how to maintain an audit schedule
- Audit Planning – setting and reviewing the audit criteria, preparing audit documents, review of the types of work documents, checklists and flow charts
- Characteristics of an Effective Auditor

### Learning Outcomes

On completion of the course participants will have an understanding of:

- ✓ Establish an effective audit program
- ✓ Schedule audits on the basis of risk and importance of processes
- ✓ Prepare effective audit checklists
- ✓ Conduct audits and prepare effective audit reports
- ✓ Review and follow up corrective actions



### Course Information

- Conducting an Audit - the audit process, entry/opening meeting, information and evidence gathering, recording evidence, using various evidence gathering techniques, evaluating evidence, audit debrief preparation, conducting the audit debrief/closing meeting
- The Audit Report– who are the customers of the report, reviewing report writing styles, the content of the report, preparing the report, raising non-conformances,
- Follow-up Actions – corrective and preventative action, internal audits and management reviews
- Establishment, implementation, monitoring, review and improvement of an audit program.

The course includes a number of practical activities including role plays, cases studies, group discussions and team exercises.

**Course Fee Inclusions** The fee for this course includes all pre-course administrative support, comprehensive course notes, Certificates and lunch & refreshments.

