



## Internal Auditor / Environmental Package (no 3)

Cost: \$1,800 incl GST

Duration: 3 Days April 15 th ,16 th & 18th

Time : 9:30am to 3:30pm

Location: Logan Chamber of Commerce , Unit 3 , 12 Vanessa Boulevard , Springwood , Qld ,4127

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 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, thus providing managers at all levels within the organisation with meaningful feedback on the strengths, weaknesses and improvement opportunities available to them

### 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
- Environmental Standards 14001:2004 Regulatory Framework and Requirements

### 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.
- Overview Environmental Standards 14001:2004 Regulatory Framework and Requirements

### Course Fee Inclusions

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

