

## ISO 9001: 2008 Internal Auditor Course

**Duration:** 3 day

**Course Description:**

This course provides certificate training in performing ISO audits

**Audience:**

This course is designed for employees and individuals interested in developing the skills required to perform ISO system audits.

**Prerequisites:** None

### Outline

#### INTRODUCTION

- About the Course
- Course Schedule
- About the Registrar Accreditation Board

#### PART 1 — QUALITY AND QUALITY SYSTEMS

- What is Quality?
- What is a Quality System?
- Management Commitment
- QMS Implementation

#### PART 2 — THE ISO SERIES OF STANDARDS

- What is ISO?
- The Benefits of ISO Registration
- Principles of ISO

#### PART 3 — ISO 9001:2000 REQUIREMENTS

- Scope, Reference and Definitions
- Clause 4: Quality Management System
- Clause 5: Management Responsibility
- Clause 6: Resource Management
- Clause 7: Product Realization
- Clause 8: Measurement, Analysis and Improvement

#### PART 4 — AUDIT FUNDAMENTALS

- Types of Audits
- Role of Audit Personnel and Others
- Auditor Personal Qualifications and Conduct

#### PART 5 — THE AUDIT PROCESS

- Planning
- Preparation
- The Opening Meeting
- Auditing Tools and Techniques
- Findings and Non-conformances
- The Closing Meeting
- Post-Audit Activities

#### APPENDIX A — GLOSSARY

#### APPENDIX B — LEAD AUDITOR AND

#### AUDITOR CERTIFICATION REQUIREMENTS

##### *Day 1 Introduction – Part 1 - 3*

- Quality and Quality Systems
- The ISO 13485:2003 Series of Standards
- ISO 13485:2003 Requirements

## **ISO 9001: 2008 Internal Auditor Course**

### ***Day 2 Part 4 – Audit Fundamentals***

- Introduction to Live Audit
- Quality Manual Review

### ***Day 3 Part 5 – The Audit Process***

- Conducting an audit
- Final Exam