

COURSE DESCRIPTION



INTERNAL AUDITING: Adding Value Through Process Auditing

Description

Internal auditing is a value added activity that leads to continual improvement within the organization. This course will teach your auditors how to use the process approach to explore the inter-relationships between the processes that define your system. There are numerous benefits to this approach, including promoting higher levels of employee involvement, earlier identification of discrepancies in your quality system, and transforming the audit process into smaller, more manageable pieces.

Topics Covered

- Introduction to Internal Auditing
- Terminology
- The Auditor
- Auditing A Process
 - ▶ Process Audits
 - ▶ Document Audits
 - ▶ Quality Manual Audits
 - ▶ Planning & Execution
- Audit Reporting
- Next Steps
- Actual Audits

What Attendees Will Learn

Attendees taking this course can expect to gain a comprehensive understanding of the integral role that internal auditing plays in receiving and maintaining registration to any of the quality management system standards.

Attendees will receive extensive training in how to be an internal auditor and conduct an internal audit. This training includes everything from preparing for the audit through conducting the audit and concluding with generation of the final audit report and paperwork.

Attendees will learn techniques that can be used to reduce the fear associated with generating the interview checklist and interviewing the auditees. They will be shown how to take a quality document and focus in on the key requirements that are stipulated in the document in order to generate a comprehensive list of questions to ask the auditee.

Attendees will participate in a number of exercises that are aimed at honing the skills needed to conduct every aspect of the audit process including conduct, audit preparation, interviewing, note taking, evaluation of audit observations and results, identification of discrepancies, audit reporting, and post audit follow-up.

Who Should Attend

This course is geared to any employee in the company that will be involved in the internal auditing process, including the actual auditors and the audit administrator.

Prerequisites

No prior auditing or quality assurance experience is needed.

