



## BSI Training Academy

# ISO 9001:2015 **Internal Auditor** training course

### Essential information about the course

Level **1 C 2 C 3**

ISO 9001 is the world's leading management system standard. That's why organizations around the world invest in training their people so they have the skills and the knowledge to benefit from it.

If you are new to auditing then this is the course for you. Most delegates already have a thorough understanding of ISO 9001, and now need to carry out internal audits in their organization.

This packed two-day course will enable you to prepare for and

initiate an internal audit and give you the vital skills to compile and distribute audit reports. Our highly experienced tutors will make sure that you walk away with the confidence to perform an effective audit to help your organization to continually improve.

The course is structured to optimize your learning using our unique approach to accelerated learning, consisting of a blend of practical activities, group discussions and classroom learning.

### Our course agenda

#### Day 1

- Quality Management System (QMS)
- Internal audit requirements
- ISO 19011 Auditing guidelines
- Auditing terms & definitions
- Plan, execute, report & close-out
- Process for auditing
- Audit evidence & programme
- Audit scope, objectives & criteria
- Principles of auditing
- Audit activities & responsibilities
- Planning & initiating the audit
- Document review & sampling
- Audit work documents
- Executing the audit
- Opening meeting
- Communications, attributes & questions
- Verifying information
- Recording the objective evidence
- Internal audit video

#### Day 2

- Executing the audit
- Nonconformities
- Simulated internal audit
- Documenting nonconformities
- Preparing audit conclusions & the closing meeting
- Report an audit
- Typical audit report contents
- Audit close-out
- Quiz to test your knowledge
- Course review & questions
- Reflection & feedback

**"The trainer made the course different from other courses, you felt part of the course and could contribute because of this. Also the pace and structure took into account the experience in the room."** Scottish Water, UK-based utility company



Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

# ISO 9001:2015 **Internal Auditor** training course.

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

**Make sure this is the right course for you.**

## **This is the course for you if:**

- You already have a thorough knowledge of ISO 9001 Quality Management System requirements
- You need to carry out an internal audit in your organization
- Your knowledge of the internal audit process needs a refresh

## **What is the course like?**

- Two days long
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive a detailed course pack to take away

## **How will I benefit?**

- Gain the confidence to prepare, conduct and follow-up on ISO 9001:2015 audit activities
- Be able to write factual audit reports and suggest corrective actions
- Understand the guidelines of management system auditing according to ISO 19011:2018
- Develop professionally
- Network with likeminded peers
- Receive a BSI certificate

## Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples.

**“The tutor made the course entertaining as well as educational therefore making it easier for myself to understand and retain the information.”**

Travis Perkins, leading UK-based builders merchant

## **Training delivered at your site**



This could be a convenient and cost effective option, especially if you have multiple delegates.

**Talk to one of our experts to find out more.**

## **Next steps with the BSI Academy**



Want to learn more? You may be interested in:  
ISO 9001:2015 Lead Auditor course  
or our Process Improvement courses

**bsi.**

Find out more.  
Call: **+27(0)12 004 0279**  
Email: **bsi.za@bsigroup.com**  
or visit: **bsigroup.com/training**