



# Effective Internal Auditing

2 Days – Open Access Training - £495

Ensure your audits **add value** and make your management system **effective**

*A company's management system should help drive continual improvement throughout the organisation. Internal auditing is a vital component of the Plan, Do, Check, Act cycle that is behind all successful systems. This programme teaches auditors how to use this cycle for maximum benefit in their audits.*

## Why book this programme

This programme has been specifically developed to equip delegates with the knowledge and skills to carry out effective internal audits, incorporating the process approach. The course includes a section on basic concepts to explain how an auditing programme can help ensure continual improvement within a management system, and covers the six stages of effective auditing, from planning a programme to agreeing action and following up.

The training will also cover the basic requirements of ISO9001:2000, and the auditing approach is fully compliant with the requirements of this internal standard.

Content Blocks	You will learn...
<b>Basic Concepts</b>	...How the <b>PDCA</b> cycle can be used to improve organisations. What is the <b>process approach</b> and how can it be used within auditing. What the <b>real purpose</b> of internal auditing is.
<b>ISO9001:2000</b>	...The main requirements of ISO9001. What <b>Top Management</b> need to do, requirements for sales, design, purchasing and operational areas. The difference between <b>corrective</b> and <b>preventive</b> action.
<b>Six Stages of Successful Audits</b>	...How to plan an audit programme based on <b>status and importance</b> . Prepare audits using a process approach. Carry out audits and <b>build rapport</b> with auditees. Feedback results and ensure <b>non-compliances</b> and improvement suggestions are clear, concise and <b>accepted</b> . Ensure corrective actions are <b>agreed</b> and followed up.

Course Price & Discounts	
First Delegate	<b>£495</b>
Second Delegate	<b>£445</b>
Third and subsequent Delegates	<b>£395</b>

## What is Internal Auditing

Internal auditing is a structured approach to finding out whether your systems are working and if they are helping you achieve your business objectives. An effective audit programme will review each part of your system in turn and identify any areas that require improvement. Appropriate action can then be agreed and monitored to ensure the system is improved.

## Prerequisites

Suitable delegates will be those responsible for carrying out audits, either internally or at suppliers, and will include those who are new to auditing or those who wish to bring their skills up to date. Ideal candidates should have some experience within their organisations, be able to plan tasks prior to carrying them out, and be able to communicate with others in the organisation. Prior auditing or systems experience is not required.

## Training Style

The internal audit programme is an action packed two-day programme, consisting of lecture based sessions, discussion group exercises and an innovative simulation that is highly effective in ensuring delegates can apply what they have learnt during the programme. All course materials are provided in a full colour hard copy folder, with digital copies on CD for future reference.

## Course Trainers

Our trainers are all highly experienced in systems development, continual improvement techniques and of course auditing skills, and have many years experience of planning and conducting audits across a range of different organisations.

## What other Delegates say about the Course...

*Excellent course, good length and very useful content, all current, new and beneficial."*

*Excellent delivery making a potentially dry subject rather interesting. Interspersing of exercises was a good idea and worked really well"*

*Very Good course, paced well. I learned a lot and feel really confident about carrying out internal duties within my own organization"*