

## ISO 9001:2015 Internal Auditor (3 days)

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### AGENDA

#### Day 1

Time	Subject
8:00 a.m.	<b>Welcome and Introductions</b>
	<b>Module 1: Quality Management Systems</b> Activity 1 – Legal Compliance vs. Conformity Activity 2 – Quality Management Terminology
9.45 a.m.	Break
10.00 a.m.	<b>Module 2: Audit Fundamentals</b> Activity 3 – Terms and Definitions of ISO 19011:2018
	<b>Module 3: The ISO 9001:2015 Standard – Clauses 4 and 5</b> Activity 4 – Auditing the Organizational Context Activity 5 – Auditing the Quality Policy
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 3: The ISO 9001:2015 Standard – Clauses 6, 7</b> Activity 6 – Auditing Quality Objectives Activity 7 – Competence and Awareness
2.45 p.m.	Break
3.00 p.m.	<b>Module 3: The ISO 9001:2015 Standard – Clause 8</b> Activity 8 – Operational Controls
4.15 pm	Review of Day 1 and End of Day Knowledge Check
4.45 p.m.	End of day

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#### Day 2

Time	Subject
8:00 a.m.	Review of Day 1
	<b>Module 3: The ISO 9001:2015 Standard – Clauses 9 and 10</b> Activity 9 – Quality Performance and Evaluation Activity 10 – Effectiveness of the QMS
10.15 a.m.	Break
10.30 a.m.	<b>Module 4: Managing an Audit Program</b> Activity 11 – Considering Risk Activity 12 – Audit Objective, Scope and Criteria
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 5: Audit Planning and Preparation</b> Activity 13 – Prepare Audit Plan Activity 14 – Prepare Work Documents
3.00 p.m.	Break
3.15 p.m.	<b>Module 6: Conducting Audit Activities</b> Activity 15 – Opening Meeting Activity 16 – Interviewing
5.00 p.m.	Review of day 2 and End of Day Knowledge Check
5:30 p.m.	End of day

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#### Day 3

Time	Subject
8:00 a.m.	Review of Day 2 <b>Module 6: Conducting Audit Activities</b> <i>continued</i> Activity 17 – Undertaking an Audit and Writing Nonconformity Statements
9.45 a.m.	Break
10.00 a.m.	<b>Module 6: Conducting Audit Activities</b> <i>continued</i> Activity 18 – Closing Meeting
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 6: Conducting Audit Activities</b> <i>continued</i>  <b>Module 7: Preparing and Distributing Audit Report</b> Activity 19 – Audit Report
2.45 p.m.	Break
3.00 p.m.	<b>Module 8: Completing the Audit and Conducting Follow Up</b> Activity 20 – Corrective Action
4.00 p.m.	End of Day Knowledge Check
5:00 p.m.	Course close out