



Quality Management Systems  
Operations Management  
Business Planning  
Training

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## **Internal Auditor Training Workshop**

### **Module 1 \***

- Introduction
- Quality Principles and Practices
- Communications Skills Exercise
- Understanding a Process Based System

### **Module 2**

- Requirements and Interpretation of the Standard
- Communications Skills Exercise Review
- Documentation Requirements of the Standard
- Interpretation Exercise

### **Module 3**

- Introduction to Quality Systems Audits
- Preparing for an Audit
- Review of Internal Audit Procedure and Audit Planning Exercise

### **Module 4**

- Conducting the Audit
- Preparing Findings and Final Report
- Nonconformity Writing Exercise
- Corrective Action and Follow-up Activities

### **Modules 5 and 6**

- Practice Audits
- Preparation of Reports

- \* Five minute breaks are scheduled each hour. Each module is approximately one-half day duration. Modules can be completed in several days or over the course of up to four weeks. Lunch is 45 minutes as appropriate.