



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.