

Internal Auditor Training

Integrated Management System (QMS/ EMS/ OHSAS)

Internal auditing is key to continuous improvement.

Internal quality auditors are assets to the organisation. Their skills are not only sought by the management but also by procurement managers and functional managers to get an objective feedback on the Integrated Management System being practiced by vendors/ sites/ functions etc.

Internal auditors are also the change agents.

Contents

- Integrated management system concepts
 - Fundamentals of Integrated Management System
 - Review of requirements of QMS/ EMS/ OHSAS
 - Understand QMS / EMS/ OHSAS from an auditor's perspective
- Internal audit requirements
 - Type of audits
 - Auditor responsibilities
 - Auditor attributes
 - Codes of conduct
- Audit planning
- Conducting audits
- Writing non-conformance
 - Decision making
 - Recording evidence
 - Types of reports and required contents
- Post audit activities
 - Corrective & preventive actions
 - Verification
- Supervised audit by participants
- Assessment

Take Away

Following this training, the participants will be able to “plan & conduct audit”, “identify nonconformities”, “report nonconformities” and “verify corrective actions”.



Objectives

Understanding QMS/ EMS/ OHSAS

Understand auditing process

Prepare, perform and complete a mock audit

Who should attend?

Middle level

Senior level

What is the duration?

2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Games

Study material

Evaluation & certification