ISO 9001 Internal Auditor Training for Quality Management

Delivered by: Infotech Institute for Private Training

Training Venue: 5-Star Hotel – Kuwait

Duration: 3 Days | Daily Schedule: 8:00 AM – 2:00 PM | Total Training Hours: 30

Daily Training Schedule

Training Time: 8:00 AM – 2:00 PM

Coffee Break: 10:30 AM – 11:00 AM

Program Purpose

This course was developed to cover all requirements of the ISO 9001 standard and is primarily designed for internal auditor candidates, but can also be valuable for Quality Assurance Managers, Management Representatives, and all others who would like to develop competency in ISO 9001 and the auditing process for first party auditing. Group exercises and case studies will be used to develop the required skills. Other topics covered include the auditing process and methodologies, e. g. planning and conducting an audit, writing nonconformity statements, preparing an audit summary and report, and verifying corrective actions. Auditing case studies to develop skills for identifying nonconformities will be used.

Key Learning Outcomes

- Relate the quality management system to the organizational products, services, activities and operational processes.
- Relate organization's context and interested party needs and expectations to the planning and implementation of an organization's quality management system.
- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.

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Program Outline

Day 1
- Introduction and Welcome
- The ISO Standard Explained
- Introduction to ISO 9001
- ISO 9001 Requirements
- Group Exercise: Context of the Organization
- Group Exercise: Interested Parties
- Group Exercise: Audit Scenarios

Day 2
- Overview of ISO 9001 Requirements (cont'd)
- Group Exercises: Audit Scenarios
- Independent QMS Written Exercise
- Introduction to Diagrams and Audit Trails
- Management of Audit Programs
- Audit Planning and Preparation
- Breakout Exercise 1: Writing an Objective and Scope Statement
- Breakout Exercise 2: Documentation Review
- Breakout Exercise 3: Creating an Audit Plan

Day 3
- Performing the Audit
- Breakout Exercise 4: Performing an Audit
- Writing Nonconformity Statements
- Breakout Exercise 5: Writing Nonconformity Statements
- Closing Meeting
- Completing the Audit Report
- Corrective Action and Closeout
- Management Systems Auditing Written Exercise

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Training Methodology

- Instructor-led interactive sessions
- Facilitated group discussions
- Practical exercises and real-life oil & gas case studies
- Hands-on application of investigation and RCA tools
- Scheduled daily coffee break to support participant engagement and comfort

Certification

Participants who successfully complete the program and associated assessments will receive a certificate of completion issued by Infotech Institute for Private Training.

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