



## Internal Audit Methodology and Realisation



Any modern management system – be it quality management according to the famous ISO 9001 or any other standard – requires that the company perform internal audits on a regular basis.

However, way too often there is a lack of qualified auditors: even in mid-sized companies, often a single person is in charge of performing all internal audits. If more collaborators were trained in internal audit, we could evolve from bare “compliance audits” into real-world “process improvement audits”.

- This **highly interactive one-day course** shows the toolbox of the internal auditor. It allows you to plan internal audits and to run them in a practical, down-to-earth manner.
- You identify best practices. Your colleagues consider you as a valuable partner to identify and implement meaningful improvements.

<b>Target Audience</b>	This training is for anyone who is to act as an internal auditor or simply interested in this field of work.
<b>Standard</b>	This training is based on “the” standard for Internal Audit, ISO 19011:2018. It is intentionally <i>not</i> sector specific and is also <i>not</i> designed around a specific quality management system standard.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Learn how to plan, execute and follow-up internal audits efficiently.</li> <li>• Acquire practical audit techniques that you can apply immediately.</li> <li>• Understand the concepts of <b>risk management</b> and <b>context of the organization</b> that were recently introduced in most management system standards.</li> <li>• Assess deviations correctly and honestly.</li> </ul>
<b>Contents</b>	<ul style="list-style-type: none"> <li>• The various types of audits.</li> <li>• Target-oriented audit planning: Why “the standard” is not enough.</li> <li>• The auditor's six commandments.</li> <li>• Meaningful classification of deviations: When does it get critical?</li> <li>• Why an audit does not end with the audit report.</li> <li>• How to behave in the presence of an external auditor e.g. from a certification body.</li> </ul>
<b>Transfer</b>	The course presents numerous hands-on examples, but we cannot set up and conduct a real audit during this one-day training. To ensure an efficient transfer and follow-up: <ul style="list-style-type: none"> <li>• <b>We can accompany and coach your internal auditors on-site</b></li> <li>• <b>We can customize the course material to include e.g. your own, specific tools for audit planning and audit reporting.</b></li> </ul>
<b>Credentials</b>	Upon completion, participants receive a seminar certificate. PMP certified participants can claim 7 PDU.
<b>Language</b>	Documentation and facilitation are available in English, French and German. We can also provide mixed-language training, e.g. documentation in EN and facilitation in DE or FR.
<b>Trainer</b>	Dr. rer. nat. Jörg Hau, PMP and <b>Quality Management system auditor.</b>
<b>Logistics</b>	The training consists of a 1-day <b>interactive classroom course</b> . We can also run this course as in-house training at your site or in a seminar hotel of your choice. Min. 4, max. 10 participants. 1 day, 1 trainer.

