

## ISO 9001:2008

# Internal Auditing of compliance to ISO 9001 Standards

### General Information

<b>Objectives:</b>	To provide the knowledge and skills necessary to conduct effective audits of an organization's compliance to ISO 9001:2008 Standards
<b>Suitable for:</b>	People responsible for conducting Internal Audits of the compliance of their organizations to ISO 9001:2008 Standards People responsible for auditing the compliance of Suppliers to ISO 9001:2008 Standards
<b>Certification:</b>	Following the successful completion of an "open book" test, the Auditor receives a certificate of qualification to conduct ISO 9001 Internal Audits

### Topics

1. **Principles of Auditing**  
Making an audit an effective and reliable tool in support of management policies and controls
2. **Standards for Auditors**  
Confidence and reliance in the audit process depends on auditors achieving and maintaining consistent standards
3. **Logistics of the Audit Program**
  - ∪ Objectives
  - ∪ Scope
  - ∪ Responsibilities
  - ∪ Procedures
  - ∪ Records
  - ∪ Monitoring and Reviewing
4. **Audit Activities**
  - ∪ Defining audit criteria
  - ∪ Determining the feasibility of the audit
  - ∪ Initial contact with the auditee
  - ∪ Document review
  - ∪ Audit plan
  - ∪ Checklist
  - ∪ Opening meeting
  - ∪ Auditing the ISO 9001 Clauses (including Checklist questions and Audit suggestions)
  - ∪ Collecting and verifying information
  - ∪ Audit findings
  - ∪ Audit conclusions
  - ∪ Closing meeting
  - ∪ Preparing the Audit Report
  - ∪ Audit follow up
5. **General**
  - ∪ Team Exercises are conducted throughout Segment 4.

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