

Seminar Internal Auditor

Learning Content

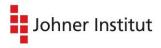
- Basics of internal audits, regulations, types of audits, audit principles
- Qualification and requirements for auditors according to ISO 19011:2018
- Risk-based approach according to ISO 19011:2018
- Creation of an audit programme and development of an audit checklist
- Conducting an audit with conversation technique and transactional analysis
- Evaluation of audit results and preparation of an audit report
- Deviations and potential for improvement
- Determination and follow-up of corrective actions

Schedule

Day 1

Time	Content
09:00 am - 10:00 am	Basics and definitions
10:00 am - 11:00 am	Audit procedure
11:00 am - 12:00 pm	Conducting interviews in the audit
12:00 pm - 01:00 pm	audit programme
01:00 pm - 02:00 pm	auditplan
02:00 pm - 03:30 pm	Non-conformity
03:30 pm - 04:30 pm	Audit preparation

Breaks in between as needed



Day 2

Time	Content
09:00 am - 10:00 am	Audit performance
10:00 am - 11:00 am	Audit principles
11:00 am - 12:00 pm	Audit issues
12:00 pm - 01:00 pm	Opening discussion
01:00 pm - 02:00 pm	Supplier audits
02:00 pm - 03:30 pm	Follow-up
03:30 pm - 04:30 pm	Evaluation and feedback

Breaks in between as needed

Note: You need the standards ISO 19011 and ISO 13485 to participate efficiently in the seminar. Feel free to contact us if we can support you or give you tips.