

## 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.

You can find more information and the registration option [here](#)