

€ TRAINING

ISO Internal Audit Process

A group of four smiling business professionals (two men and two women) in a meeting. They are wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is blurred, showing a modern office setting.

6 - 10 January 2025
Rome (Italy)



ISO Internal Audit Process

REF: A1580 DATE: 6 - 10 January 2025 Venue: Rome (Italy) - Fee: 5940 Euro

Introduction:

This training program provides participants with essential skills and knowledge to conduct effective internal audits aligned with ISO standards, emphasizing both compliance and continuous improvement. Through it, participants will explore the full auditing process, from planning and execution to reporting and follow-up, with a focus on practical techniques.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the principles and best practices of the ISO internal audit process.
- Plan, conduct, report, and follow up on internal audits effectively.
- Identify non-conformities and opportunities for improvement in management systems.
- Develop and implement corrective action plans to address audit findings.
- Promote continuous improvement and compliance within their organizations.

Targeted Audience:

- Internal auditors and audit team members.
- Quality assurance and compliance managers.
- Risk management professionals.
- Employees involved in the internal audit process.
- Personnel seeking to enhance their knowledge and skills in internal auditing.

Program Outlines:

Unit 1:

Introduction to ISO Internal Auditing:

- Overview of the internal audit process and its importance in management systems.
- Understanding the principles and objectives of internal auditing.

- Key differences between internal and external audits.
- Roles and responsibilities of internal auditors.
- Importance of internal auditing in achieving continual improvement and compliance.

Unit 2:

Planning and Preparation for Internal Audits:

- How to develop an internal audit plan based on relevant ISO standards.
- Identifying audit objectives, scope, and criteria.
- Conducting risk assessments to prioritize audit activities.
- Gathering necessary documentation and resources for the audit.
- Establishing communication channels with auditees and stakeholders.

Unit 3:

Conducting the Internal Audit:

- Techniques for conducting opening and closing meetings with auditees.
- Collecting and evaluating audit evidence to determine conformity with ISO standards.
- Identifying non-conformities and opportunities for improvement.
- Applying effective questioning and interviewing techniques.
- Ensuring impartiality, independence, and objectivity throughout the audit process.

Unit 4:

Reporting and Follow-up:

- Techniques of preparing clear and concise internal audit reports reflecting audit findings.
- How to communicate audit conclusions and recommendations to relevant stakeholders.
- Developing corrective action plans for addressing non-conformities.
- Monitoring and verifying the implementation of corrective actions.
- Conducting follow-up audits to ensure sustained compliance and improvement.

Unit 5:

Enhancing Internal Auditor Skills:

- Developing effective auditing skills for internal auditors.
- Techniques for building rapport and trust with auditees.
- Importance of building effective communication channels with auditees and stakeholders.
- Resolving conflicts and managing challenging audit situations.
- Providing constructive feedback to auditees and team members.