€TRAINING

ISO Internal Audit Process

3 - 14 February 2025
London (UK)

ISO Internal Audit Process

REF: A2929 DATE: 3 - 14 February 2025 Venue: London (UK) - Fee: 7950 Euro

Introduction:

This training program is designed to provide an in-depth understanding of the ISO internal audit process, covering the principles, planning, execution, and reporting in line with ISO standards. Through it, participants will gain the necessary skills to conduct effective internal audits, ensuring compliance, continuous improvement, and organizational excellence.

Program Objectives:

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

- Acknowledge the principles and objectives of ISO internal auditing.

- Develop and implement an effective internal audit plan.

- Conduct audits that assess compliance and identify areas for improvement.

- Prepare comprehensive audit reports and communicate findings.

- Contribute to continuous improvement through actionable recommendations.

Target Audience:

- Quality Managers and Internal Auditors.

- Compliance Officers and Risk Managers.

- ISO Certification Teams.

- Professionals in quality management and operations.

- Personnel responsible for ISO compliance and improvement.

Program Outline:

Unit 1:

Introduction to ISO Standards and Internal Auditing:

- Overview of ISO standards and their significance.

- The role of internal auditing in quality management systems.

- Principles and objectives of internal audits.

- Key differences between internal and external audits.

- Benefits of internal auditing for organizational performance.

Unit 2:

Understanding the ISO Internal Audit Framework:

- Structure and requirements of ISO internal audits.

- Roles and responsibilities of auditors and auditees.

- Core components of an internal audit process.

- Alignment of audits with organizational objectives.

- Understanding risk-based auditing.

Unit 3:

Audit Planning and Preparation:

- Methods of developing an effective internal audit plan.

- Identifying audit scope, criteria, and objectives.

- Prioritizing audit activities through risk assessment.

- Gathering necessary documentation for audit preparation.

- How to Communicate audit plans to stakeholders.

Unit 4:

Audit Techniques and Evidence Collection:

- Techniques for conducting opening and closing meetings.

- Collecting and evaluating objective evidence.

- Identifying non-conformities and potential risks.

- Effective questioning and interview techniques.

- Maintaining independence and objectivity during audits.

Unit 5:

Conducting the Internal Audit:

- Steps for executing an internal audit.

- Observing and documenting processes and procedures.

- Assessing compliance with ISO requirements.

- Managing challenging audit scenarios and conflicts.

- Recording findings and observations accurately.

Unit 6:

Non-Conformance Identification and Management:

- Understanding non-conformance and its classifications.

- Reporting non-conformance issues effectively.

- Root cause analysis for identified non-conformities.

- Developing corrective and preventive actions.

- Tracking and verifying the effectiveness of actions.

Unit 7:

Audit Reporting:

- How to structure clear and concise audit reports.

- Writing summaries of audit findings and observations.

- Communicating recommendations for improvement.

- Preparing follow-up actions based on audit outcomes.

- Presenting reports to management and relevant stakeholders.

Unit 8:

Follow-Up and Continuous Improvement:

- Monitoring the implementation of corrective actions.

- Conducting follow-up audits to ensure compliance.

- Promoting a culture of continuous improvement.

- Incorporating audit outcomes into quality management reviews.

- Sharing best practices across the organization.

Unit 9:

Audit Challenges and Problem Solving:

- Addressing common challenges faced during audits.

- Managing difficult auditees and resistance to change.

- Conflict resolution during audit activities.

- Adapting to changes in ISO standards and requirements.

- Leveraging technology to enhance audit processes.

Unit 10:

Best Practices and Trends in ISO Internal Auditing:

- Reviewing global best practices in internal auditing.

- Exploring emerging trends in ISO audit methodologies.

- Enhancing audit efficiency through automation and tools.

- Role of internal audits in digital transformation.

- Preparing for future developments in ISO standards.