

Internal Auditor Course for Conformity Assessment Bodies (CABs)

Two Training Days

What?

Learn how to plan and conduct internal audits within laboratories, inspection bodies, product certification bodies, proficiency testing providers and reference material providers. Examine auditing principles and techniques. Practice the required skills.

Who?

For all CAB staff who participate in the operation of the laboratory quality system:

- Conducting testing, calibration, inspection, evaluation, or certification
- Supporting CAB activities
- Managing the CAB quality system
- Training CAB staff
- Managing the CAB

How?

This 2-day Training Course practices the internationally recognized approaches to conducting conformant internal audits. The techniques learned promote the active involvement of CAB personnel. The course includes easy-to-implement methods for continual improvement and preparing for external assessments.

Syllabus

Day 1 - (09:00-16:00)

Introduction and Objectives

- Course Aims
- Approaches to Learning

Internal Audit Concepts

- Quality systems Requirements
 - Continual improvement processes
- - **Break (15 minutes)** - -

Process auditing

Internal Audit Planning

- Internal audit cycles and planning
- - **Lunch (1 hour)** - -
- Planning workshop
- - **Break (15 minutes)** - -
- Planning workshop (cont'd)

Day 2 - (09:00-16:00)

Meetings and Interviews

- Auditor responsibilities
 - Interview workshop
- - **Break (15 minutes)** - -

Writing findings and reports

- Determining findings
 - Audit report content
- - **Lunch (1 hour)** - -

Closing meeting workshop

Monitoring and follow up

- - **Break (15 minutes)** - -
- Follow up workshop
 - Develop enduring solutions

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