

Internal Auditor Course for Conformity Assessment Bodies (CABs) [Labs, Inspection bodies, Certification Bodies, etc.]

Two Training Days

Course Objectives

To 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.

Target Organisations

This Training Course applies to testing and calibration laboratories, inspection bodies, product certification bodies, reference material producers and proficiency testing providers.

Course Participants

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

Training Process

This is a facilitated 2-day Training Course based on internationally recognised approaches to conducting conformant internal audits. The techniques learned promote the active involvement of CAB staff in the internal audit process. The methods learned are easy-to-implement 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

***International Delivery?** The course is normally lengthened to three days to cater to participants whose native language is not English.*

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