



# Internal Auditor Training

## ABOUT THE COURSE

An internal auditor plays a vital role in an organisation ensuring conformance with their process, standards and compliance. The participant to this training course will acquire the knowledge and basic skills to undertake an internal audit and support a lead auditor.

## WHO SHOULD ATTEND

The course is designed for technical and non-technical staff, who intent to become internal auditors or are involved in support audits within the business.

## MAIN LEARNING OBJECTIVES

- Plan, establish, implement and maintain an audit programme;
- Define audit criteria and scope for each audit;
- Select auditors and conduct audits to ensure objectivity and impartiality
- Audit results are reported
- Take action to address non-conformities and continually improve (e.g. OH&S) performance
- Retain documented information as evidence of the implementation of audit programme and audit results

## REFERENCE STANDARDS

- ISO 19001
- ISO 45001
- ISO 90001

## DURATION, PREPARATION & MATERIAL

This programme consists of 3-day classroom based training.

## PROGRAMME CONTENT

### Module 1 - Introduction

- Understand the need for an audit
- Principles of auditing
- Types of audits
- Overview of the audit process

### Module 2 - Prepare

- Objective, scope and criteria
- Resourcing
- Roles and responsibilities
- Competencies
- Feasibility of an audit
- Confidentiality
- Document review
- Audit plan
- Risks

### Module 3 - Execute

- Review audit plan
- Opening meeting
- Evidence gathering – e.g. documentation, effective communication and interviewing techniques, sampling and site visits.
- Recording observations
- Prepare for closing meeting
- Closing meeting

### Module 4 - Reporting and Close-out

- Recording and assessment of audit findings
- Reporting
- Complete an audit
- Follow-up

## ASSESSMENT & CERTIFICATION

**Certification:** CPD Certificate will be awarded on successful completion of the course.

