

## Internal Auditor Course

### Aims

This two day course will provide delegates with the information and initial skills to carry out internal audits of business management systems including quality, environmental and occupational safety and health as appropriate.

### Objectives

At the end of the programme delegates should be able to:

- Understand what internal audits are and why they are conducted
- Have an awareness of the legal and other standards against which internal audits are conducted
- Understand the role of internal auditing in business management systems
- Prepare for and complete internal audits of the business management systems

### Content

A discussion of what internal audits are and why they are conducted

A review of the legal and other standards applied during internal auditing including those developed by the International Organisation for Standardisation (ISO) and other Non-Governmental Organisations (NGOs) where applicable.

*Where a business has a specific client derived standard they are required to meet if this is provided it can be included within the course content.*

How internal auditing supports the business management systems and its role in the process of continuous improvement.

Preparing for and conducting internal audits including:

- The role of the lead auditor
- Professional conduct
- Audit planning
- Document review
- Opening meeting
- Audit evidence collection
- Audit findings
- Closing meeting
- Audits report
- Audit actions, follow up and closure
- Internal audit practical

*To achieve the IA practical and other exercises during the course the provision of example Company procedures and one or more locations/procedures to carry out a trial internal audit including employee interviews is beneficial.*

*Desk exercises are carried out but the lack of a site based scenario can limit the overall benefits of the course. We are happy to discuss this aspect in more detail; please contact us using the details below.*