



ISO 9001:2015 - Internal Quality Auditor Training Course

Synopsis

This course aims to provide participants with the practical know-how of conducting internal audits effectively. Key audit processes from planning up to reporting and follow-up are clearly explained using simple to understand slides. The technique of conducting internal audits is taught with many practical exercises and quizzes to engage trainees and give them a sound understanding of the complete internal audit cycle.

Objectives:

- A full understanding of how internal audit activities contribute to the effective implementation of a Quality Management System.
- The practical know-how of the complete internal audit cycle from planning, performing to reporting and follow-up

Course Outline

- Audit Terms / Vocabulary
- ISO 9000 Standard walk through
- Quality System Documentation Structure
- Planning the Audit
- Development of audit checklist
- Audit skills & Techniques
- Conduct of Opening & Closing Meetings
- Recording findings
- Report preparation & presentation
- Follow-up on audit findings
- Case Studies / Syndicate exercises

Who should attend

Managers, Engineers, Executives, Supervisors, Technicians and anyone who is interested in understanding more about conducting internal audits effectively based on the ISO 9001: 2015 Standard.

Details

Date: 1. 19 – 20 Mar 2018 2. 5 – 6 Apr 2018 3. 18 – 19 Jun 2018
4. 11 – 12 Sep 2018 5. 10 – 11 Dec 2018

Time: 9am to 5pm (Registration starts at 8.45am)

Venue: SISO Academy
167 Jalan Bukit Merah,
#02-13 Connection One, Tower 5
Singapore 150167

CPD Points: 14 SDUs

Course Fee: \$450.00* (SISO Member)
\$490.00* (Others)

**Fee includes GST, light refreshments and training materials*

Complimentary: SS ISO 9001:2015 guidelines will be handed out

For more information and registration:

Website: www.siso.org.sg

Email: registration@siso.org.sg

Phone: 6777 5185

Registration Form:
ISO 9001:2015 - Internal Quality Auditor Training Course



Part A					
Course Dates:					
Part B - Participants Details (attach a separate list if necessary)					
Salutation (Mr/Ms/Mdm)	Name (Please underline surname)	NRIC	Designation / Job Title (Please indicate your WSHO Reg. No., if any)	Mobile no:	Special Diet (E.g. Vegetarian)
Part C - Company Particulars					
Name of Company:					
Type of Industry:					
Name of Contact Person:				Designation:	
Tel:				Fax:	
Email (for course correspondence):					
Part D - Billing Details					
Billing Address:					
Please tick as appropriate if you would like an invoice to the company: <input type="checkbox"/> Yes <input type="checkbox"/> No			e-Invoice for Government bodies Dept & Sub-business unit: _____		
SISO member (circle as appropriate): Yes/ No			(For official use only)		
*SISO membership no:			Cash or Cheque No.		for S\$

NOTE

1. Registration and Payment

Please submit completed form together with a crossed cheque, made payable to "SISO Academy Pte Ltd", to reach us no later than one week prior to the programme start date.

Please mail registration and cheque to:
SISO Academy Pte Ltd
 167 Jalan Bukit Merah
 #02-13 Connection One, Tower 5,
 Singapore 150167

2. Withdrawal

If written notice of withdrawal is received:
 > 14 days before commencement of programme – full refund
 Between 3 & 13 working days – 70% refund
 Less than 3 working days - no refund

(Please note that programme confirmation can only be made 3 days before the commencement date)

Course Fee:

SISO Member: S\$450.00

Others: S\$490.00

(Fees include GST, light refreshments and training materials)

Visit our website at www.siso.org.sg

Email: registration@siso.org.sg

Phone: 6777 5185

The Academy reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.