ISO 9001:2015
QUALITY MANAGEMENT SYSTEM (QMS)
INTERNAL AUDITING

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PROGRAM OVERVIEW

The program provide guidance concerning changes to the requirements of ISO 9001 and describe the steps needed for implementation by the organization. It is designed for anyone involved in the setup, implementation, maintenance, and improvement of a QMS. This training reviews the current final draft of the standard, its structure, implications, and potential impact on organizations that have already implemented it.

OBJECTIVES

- To adapt your auditing technique to accommodate the new and amended requirements in ISO 9001:2015.
- To audit the new requirements concerning organizational context and the application of a risk-based approach.
- To audit processes and their interaction with other processes. The importance of the increased focus on a process based approach.

COURSE CONTENT

- Introduction to Internal Audit ISO 9001:2015
- Preparation for audits – Understanding Internal and External Context
- Managing a QMS audit programme
- Control of processes
- The PDCA cycle and Risk Based Improvement systems
- Preparation to auditing
- Checklist production
- Auditing skills

FOR WHO

Managers, executives, engineers, professionals and employees involved in QMS and others whose job function will ultimately affect the quality and efficiency of the company and its products.

DURATION

- 2 Days
- 7 Hours/day (9 am – 5 pm) with One Hour Break

FEE

- Online: RM 800
- Face-to-face: RM 1500 (Not included 8% SST)

COURSE AGENDA

Day 1

8.50 am	Participant's arrival and registration
9.00 am	Introduction to company profile
	Introduction to Internal Audit ISO 9001:2015

- How does ISO develop standards
- The Benefits and The Management Principle

10.45 am	Structure of ISO 9001:2015
	Fundamentals of Quality Management
1.00 pm	Lunch
2.00 pm	ISO 9001:2015 requirements

- Clause 4
- Clause 5
- Clause 6
- Clause 7

3.45 pm	ISO 9001:2015 Requirements

- Clause 8
- Clause 9
- Clause 10

5.00 pm	Training End

Day 2

8.50 am	Participants arrival
9.00 am	Introduction to ISO 9001:2015 Auditing Management System
	Audit Planning
	Workshop
	ISO 9001:2015 Preparing audit checklist
	Preparation to conduct an on-site audit
	Audit evidence
	Workshop
1.00 pm	Lunch
2.00 pm	Audit review
	Audit findings
	Non-conformity
	Auditor competency
4.45 pm	Q&A Session
5.00 pm	Training End

ATTENTION

- The full fee is required with your registration.
- Three (3) early birds registered are entitled to a 3% discount.
- Group registration of at least three (3) participants enrolled entitled to a 10% discount.
- Further discounts are available for larger groups.
- Once a registration is confirmed, NO CANCELLATION IS ALLOWED.
- If the registered delegate is unable to attend, a substitute is allowed without payment of an administration fee.

Condition	For PAID Registrants	For UNPAID Registrants
Cancellation more than 14 working days prior to training	Full refund	Not applicable
Cancellation less than 14 working days but more than 7 working days prior to training	10% administration fee chargeable	10% administration fee chargeable
Cancellation less than 7 working days prior to training	No refund	Full fees chargeable
Participant no-show	No refund	Full fees chargeable

- All cancellations must be done in writing (letter/email) to Trans Certification & Inspection Sdn Bhd.
- A full (100%) refund may be granted if the course is cancelled by Trans Certification & Inspection Sdn Bhd.
- Trans Certification & Inspection Sdn Bhd reserves the right to cancel or postpone the programme due to unforeseen circumstances.
- Trans Certification & Inspection Sdn Bhd also reserves the right to modify the advertised topics or course timings whenever necessary.
- Late payment is subject to "1.5% late payment interest per month, on daily rest".