IMS ISO 9001, ISO 14001, ISO 45001

INTEGRATED MANAGEMENT SYSTEM (IMS)

INTERNAL AUDITING

IMS (Integrated Management System) internal auditing is essential for ensuring compliance and continual improvement in an organization. This training typically covers key concepts and practices for conducting effective internal audits. IMS integrates multiple management systems (e.g., ISO 9001 for quality, ISO 14001 for environment, ISO 45001 for health and safety) into a unified framework.

OBJECTIVES

- Gain a comprehensive understanding of Integrated Management Systems (IMS) and their components, including quality (ISO 9001), environmental (ISO 14001), and occupational health and safety (ISO 45001) standards.
- Develop the analytical, communication, and observational skills necessary to conduct thorough and effective internal audits.
- Equip auditors with the ability to identify non-conformities, discrepancies, and areas for improvement within the organization's processes and systems.

DURATION

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

FOR WHO

- This course is suitable for Managers, Quality, Environmental and Health & Safety Management Representative, IMS Committee, Engineers, Executives, Subcontractors and anyone involved with the auditing or implementation of Quality, Environmental and OH&S Management Systems.

FEE

- Online: RM 1080
- Face-to-face: RM 1944
(Included 8% SST)

AGENDA DAY 1

Time	Activity
9.00 am	Trainer introduction Participants introduction
9.30 am	Course Introduction: Objectives, workshops, teamwork, continuous assessment, exam structure, administration to the ISO 9001, ISO 14001 and ISO 45001 components
10.30 am	Objectives of internal audit
11.45 am	Audit types and process
1.00 pm	LUNCH
2.00 pm	Audit planning
2.30 pm	Defining audit objectives, scope, and criteria Preparing the audit plan and checklist
3.30 pm	Techniques for gathering information: interviews, observations, document reviews
4.00 pm	Effective questioning and listening skills
4.45 pm	Q & A session

AGENDA DAY 2

Time	Activity
9.00 am	Recap day 1
9.30 am	Reporting Audit Findings • Documenting non-conformities, observations, and opportunities for improvement • Writing clear and concise audit reports
11.00 am	Follow-Up and Corrective Actions
11.30 am	Conducting an Audit • Participants conduct a mock audit based on a case study • Role-playing scenarios to practice audit techniques
1.00 pm	LUNCH
2.00 pm	Practical eexerciese
3.00 pm	Review case studies
4.00 pm	Group discussion and feedback
4.50 pm	Q&A session

AGENDA DAY 3

Time	Activity
9.00 am	Recap day 2
9.30 am	Skills for effective auditing
10.30 am	Communication and interpersonal skills for auditor
11.30 am	Common challenges and solutions
1.00 pm	LUNCH
2.00 pm	Practical exercise
3.00 pm	Advanced topics in auditing
4.00 pm	Review and discussion practical
4.50 pm	Final Q&A and Training Wrap-Up