



# 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. 16 – 17 Jan 2019      2. 20 – 21 Mar 2019      3. 18 – 19 Jun 2019  
4. 19 – 20 Aug 2019      5. 9 – 10 Oct 2019      5. 11 – 12 Dec 2019

**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  
12 PDUs

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

*\*Fee includes GST, light refreshments and e-training materials*

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

\*SDF Funding (For Corporate Registrations):  
Participants must attend at least 75% of the course attendance.  
Corporate customers need to log in SkillsConnect website before registration for those who are applying for the funding for participant(s)  
**Note: Skillfuture credit is available for this course**

\*Funding Information for NTUC members:  
• NTUC members enjoy 50% unfunded course fee support for up to \$250 each year when you sign up for courses supported under UTAP (Union Training Assistance Programme). [Terms and conditions apply.](#)

**For more information and registration:**

**Website:** [www.siso.edu.sg](http://www.siso.edu.sg)

**Email:** [registration@siso.org.sg](mailto:registration@siso.org.sg)

**Phone:** 6777 5185

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



<b>Part A</b>					
<b>Course Dates:</b>					
<b>Part B - Participants Details (attach a separate list if necessary)</b>					
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)
<b>Part C - Company Particulars</b>					
<b>Name of Company:</b>					
<b>Type of Industry:</b>					
<b>Name of Contact Person:</b>				<b>Designation:</b>	
<b>Tel:</b>				<b>Fax:</b>	
<b>Email (for course correspondence):</b>					
<b>Part D - Billing Details</b>					
<b>Billing Address:</b>					
<b>Please tick as appropriate if you would like an invoice to the company:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>e-Invoice for Government bodies</b> Dept & Sub-business unit: _____		
<b>SISO member (circle as appropriate): Yes/ No</b>  *SISO membership no:			<b>(For official use only)</b>  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

### Course Fee:

SISO Member: S\$450.00

Others: S\$490.00

(Fees include GST, light refreshments and e-training materials)

Visit our website at [www.siso.edu.sg](http://www.siso.edu.sg)

Email: [registration@siso.org.sg](mailto:registration@siso.org.sg)

Phone: 6777 5185

### 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)

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