

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. 10 – 11 Feb 2020 2. 11 – 12 May 2020 3. 6 – 7 Aug 2020 4. 9 – 10 Nov 2020

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

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 (last 4 characters; SXXXX123A)	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 *SISO membership no:			(For official use only) 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

Email: 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.