

# 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. 9 – 10 Feb 2022

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

**Venue:** SISO Academy  
167 Jalan Bukit Merah,  
#02-16 Connection One, Tower 4  
Singapore 150167

**CPD Points:** 14 SDUs  
12 PDUs (Pending)

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

*\*Fee includes GST 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**



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|-------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------|------------------------------------------------------------------------------|-------------------|--------------|
| <b>Part A</b>                                                                                                                       |             |                                                     |                                                                              |                   |              |
| Course Dates:                                                                                                                       |             |                                                     |                                                                              |                   |              |
| <b>Part B - Participants Details (attach a separate list if necessary)</b>                                                          |             |                                                     |                                                                              |                   |              |
| <b>Name</b><br><small>(As per NRIC)</small>                                                                                         | <b>NRIC</b> | <b>Date of Birth</b><br><small>(DD-MM-YYYY)</small> | <b>Designation / Job Title</b>                                               | <b>Mobile no:</b> | <b>Email</b> |
|                                                                                                                                     |             |                                                     |                                                                              |                   |              |
|                                                                                                                                     |             |                                                     |                                                                              |                   |              |
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| <b>Part C - Company Particulars</b>                                                                                                 |             |                                                     |                                                                              |                   |              |
| Name of Company:                                                                                                                    |             |                                                     |                                                                              |                   |              |
| UEN No:                                                                                                                             |             |                                                     |                                                                              |                   |              |
| Type of Industry:                                                                                                                   |             |                                                     |                                                                              |                   |              |
| Name of Contact Person:                                                                                                             |             |                                                     |                                                                              | Designation:      |              |
| Tel:                                                                                                                                |             |                                                     |                                                                              | Fax:              |              |
| Email <i>(for course correspondence)</i> :                                                                                          |             |                                                     |                                                                              |                   |              |
| <b>Part D - Billing Details</b>                                                                                                     |             |                                                     |                                                                              |                   |              |
| Billing Address:                                                                                                                    |             |                                                     |                                                                              |                   |              |
| Please tick as appropriate if you would like an invoice to the company:<br><input type="checkbox"/> Yes <input type="checkbox"/> No |             |                                                     | <b>e-Invoice for Government bodies</b><br>Dept & Sub-business unit:<br>_____ |                   |              |
| SISO member <i>(circle as appropriate)</i> : Yes/ No<br><br>*SISO membership no:                                                    |             |                                                     | (For sponsoring company only)<br>Company Stamp:                              |                   |              |

**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  
 #02-16 Connection One, Tower 4,  
 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 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

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