



# 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. 09 – 10 Feb 2023                      2. 17 – 18 Apr 2023                      3. 05 – 06 Jun 2023

**Time:** 9am to 5pm (Registration starts at 8.40 am)

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

**CPD Points:** 0

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

Note: Skillfuture credit is available for this course

**For more information and registration:**

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

**Email:** [training1@siso.org.sg](mailto:training1@siso.org.sg)

**Phone:** 6777 5185

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



<b>Part A</b>					
Course Dates:					
<b>Part B - Participants Details (attach a separate list if necessary)</b>					
Name <i>(As per NRIC)</i>	NRIC	Date of Birth <i>(DD-MM-YYYY)</i>	Designation / Job Title	Mobile no:	Email
<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: <input type="checkbox"/> Yes <input type="checkbox"/> No				e-Invoice for Government bodies Dept & Sub-business unit: _____	
SISO member <i>(circle as appropriate)</i> : Yes/ No  *SISO membership no:				(For sponsoring company only) 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  
Non Member: S\$490.00

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

Email: [training1@siso.org.sg](mailto:training1@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.*