

ISO 19011 : 2018 – Auditeur interne - Lignes directrices pour l'audit des systèmes de management

Duration: 1 day

Audience: Pour tous

Who is this training for?

This training is for employees designated by the company.

Training objectives

- Understand the concept of audit
- Know the principles of audit management of a management system and its conduct
- Develop the necessary tools to be effective and efficient during meetings with auditees
- Promote the rapid integration of the skills necessary for auditors
- Ensure a common understanding of what constitutes a non-compliance or an observation in the writing of reports

Summary

Organizations that have a management system in place that complies with standards such as ISO 9001, ISO 14001 and ISO 45001 must carry out internal audits as a tool to measure the effectiveness of the processes in place and the management system. These organizations must therefore ensure that they have competent internal auditors trained in audit principles on their team. You will be able to prepare, conduct a quality audit and write a report in this context.

Course outline

Theory

- Definitions
- Audit objectives
- Audit concept
- Audit principle
- Types of audit

- Standard requirement
- Audit programme planning
- Audit preparation
- Audit conduct
- Reporting and follow-up
- Other documents

Practical workshops

- Identification of audited procedures
- Understanding of audited procedures
- Setting up checklists
- Carrying out audits in coaching mode
- Feedback on audits
- Calibration between auditors

Approach and methodology

This training is given remotely or in person if the situation allows it. The course will first consist of a theoretical presentation. Practical exercises are provided under the supervision of the trainer. The audits conducted during the training have a value for the company's annual audit plan. The calibration of the auditors allows feedback on the integration of learning. Evaluations will be carried out in the form of exams and quizzes as the training progresses. An evaluation of the participants in the conduct of the audits will be carried out during the conduct of the audits during the practical workshops.

Recommendations

Before the training, it is recommended that participants familiarize themselves with the basic principles of management systems and reflect on the audited processes in their organization. Knowledge of the requirements of a standard such as ISO 9001 is an asset to better understand the role and approach of auditing.