

IRCA Internal Auditing

2-Day Programme



IRCA certified training represents an industry-accepted benchmark qualifications for professionals involved in the development, implementation of management systems.

Designed for delegates requiring the basic skills necessary to audit areas of their own organisations management systems.

Programme Overview:

Day One

Objectives and Structure:

- Objective
- Structure
- Ground Rules
- Auditor criteria

Quality and quality standards:

- Evolution of quality management
- The quality system
- ISO 9000 – The quality system standard
- Quality system certification
- Benefits of quality assurance
- Maintenance of the system

Types of audit:

- Audit types
- ISO 9000 and audits
- Audit cycle
- Audit objective

The auditor:

- Qualifications
- Behaviour
- Communication
- What prevents accurate communication
- What promotes accurate communication
- Audit techniques

Programme Benefits:

- Supports the development and promotion of good quality training and best practice
- Provides an internal benchmark for excellence in auditing performance and training
- To develop the skills necessary to plan an internal audit
- To develop checklists
- To carry out an audit and report the finding
- To manage the audit programme

Day Two

Audit procedure:

- Annual schedule
- Check Lists
- Professional Standards
- Reports
- Corrective Action
- Follow-Up

Managing the programme:

- Auditor Group
- Auditor Performance
- Operational factors

Management review:

- Objectives
- Audit findings
- Corrective action

Effective auditing

- Objective
- Check list preparation
- Conduct of the audit
- Reports
- Corrective action
- Follow-up
- Close

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

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