

# PERRY JOHNSON CONSULTING, INC.

The World Leader in ISO 9000 Standards

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## ISO 9001:2015 INTERNAL AUDITOR COURSE

Course Length: 2 Days

### Topics Covered

- I. Introductions
- II. Overview of ISO 9001:2015
- III. How Do Companies Manage Internal Audits
  - a. Procedural Strategies
  - b. Methods for Scheduling
  - c. Planning
- IV. The Process of Completing an Audit as Outlined in ISO 19011:2011
  - a. Planning – Preparing an Audit Plan
    - i. Exercise 1 – Preparing an Audit Plan (or a portion of an audit plan)
  - b. Preparing Working Documents – What is a Working Document, What Purpose Does it Serve, How to Develop Audit Questions, etc.
    - i. Exercise 2 – Prepare a Working Document/List of Audit Questions Relevant to a Functional Area or Process
  - c. Audit Evidence – What Constitutes Evidence, What Are the Other Methods (besides interview) for Gathering Evidence, What Constitutes Usable Evidence
    - i. Exercise 3 – Is it Relevant? (evidence)
  - d. Generating Findings and Preparing Conclusions – What are Some Conclusions That Can Be Drawn, What are the Major Types of Findings, What is the Right Way to Issue a Finding, etc.
    - i. Exercise 4 – Prepare an Audit Finding (details will be provided.)
  - e. Audit Reporting – How to Prepare a Report, What Details are Relevant, etc.
    - i. Exercise 5 – Preparation of an Audit Report (or a portion)
- V. Practice Sessions Intended to Test Auditor Skills (each session will include tutor introductions and reinforcements of prior knowledge points)
  - a. Documented Information Review (this session will include review of a procedure, to identify points of concern and develop audit trails)
  - b. Case Studies
  - c. Preparation of Audit Findings Using the Three Part Method
  - d. Assessment of Corrective Actions Provided by Auditees