

ISO 9001: 2015 Quality Management Systems- Internal Quality Auditor Training

12-13 APRIL 2022
• 9AM-6PM.

This course will provide the participants with the practical internal quality audit skills of ISO 9001: 2015. In addition, examples and guidelines of auditing will be provided in this course.

LEARNING OUTCOME

1. Prepare an audit plan
2. Write the audit notes and audit findings
3. Prepare an audit report
4. Conduct an opening and closing audit meeting
5. Provide participants with internal audit practical experience
6. Improve audit effectiveness in the organisation



COURSE OUTLINE

SECTION 1: QUALITY MANAGEMENT SYSTEM

- What is Quality Management System?
- ISO 9001:2015 requirements
- What is ISO 9000 series?

SECTION 2: QUALITY AUDITING

- Definition of audit
- Quality audit process
- Principles of auditing

SECTION 3: AUDIT PLANNING

- Audit Preparation
- Audit Notification
- Audit Schedule

SECTION 4: DEVELOPMENT OF CHECKLIST

- Function of audit checklist
- Audit checklist preparation
- Audit checklist details and information
- ISO 9001:2015 Requirements (Clause 1 to Clause 10)

SECTION 5: AUDIT PROCESS

- Preparation of audit
- Opening meeting
- Types of audit questions
- Documenting audit findings
- Type of audit non-conformity
- Closing audit meeting

SECTION 6: AUDIT REPORTING AND FOLLOW-UP

- Internal audit report content
- Internal audit flow chart

SECTION 7: PRACTICAL WORKSHOP ON AUDITING

- Practical workshop on preparation of audit notes, check list, raise non-conformance

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Dr. Thomas Yip is a certified Train the Trainer of PBSM Malaysia, Quality Management Consultant, MATRIZ Practitioner with Level III certified, Chartered Engineer, Professional Technologist, Fellow of IMechE, certified Knowledge Management Facilitator and Practitioner, Senior Member of International Association of Computer Science and Information (IACSIT), Senior Member of IEDRC, Senior Member of SAISE, Senior Member of SCIEI and also Secretary of Malaysia TRIZ Innovation Association (MyTRIZ). Dr. Thomas Yip is very keen and specialized in Quality Management (QM), Knowledge Management (KM), TRIZ (Theory of Inventive Problem Solving), Blue Ocean Strategy (BOS) and Strategy Management (SM). Dr. Thomas Yip has experiences in conducting professional training (in house and public programs) such as Knowledge Management (KM), Quality Management (ISO 9001, ISO 14001, ISO 45001 and ISO 17025), Industry 4.0, MSPO, Total Productive Maintenance (TPM), Lean Manufacturing, 5S, TRIZ, effective communication skills, leadership skills, team building, customer service excellence for many corporations in Malaysia.