



ISO 9001:2015 INTERNAL AUDITOR TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: ISO 9001:2015 Internal Auditor Training

Course Validity: 2 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training program is designed to equip participants with the knowledge and skills required to perform internal audits based on ISO 9001:2015 Quality Management System (QMS). Participants will learn auditing principles, techniques, and practices to assess compliance, identify areas for improvement, and ensure the effectiveness of their organization's QMS.

OBJECTIVE(S):

- Understand the principles and requirements of ISO 9001:2015.
- Learn the role and importance of internal audits in maintaining an effective QMS.
- Develop skills to plan, conduct, and report internal audits.
- Identify non-conformities and suggest corrective actions.
- Enhance continual improvement through an effective internal audit process.

TARGET GROUP(S):

- Quality assurance and quality control personnel.
- Managers and supervisors.
- Internal auditors and team leaders.
- Employees involved in ISO 9001:2015 compliance and audits.

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English.

TOPIC(S):

1. Introduction to ISO 9001:2015 and Its Principles.
2. Understanding ISO 9001:2015 Requirements and Clauses.
3. Fundamentals of Internal Auditing Based on ISO 19011:2018 Guidelines.
4. Planning and Preparing for an Internal Audit.
5. Conducting the Internal Audit and Identifying Non-Conformities.
6. Reporting Audit Findings and Following Up on Corrective Actions.

LIST OF REFERENCE BOOK(S):

- ISO 9001:2015 Standard.
- ISO 19011:2018 Guidelines for Auditing Management Systems.

LIST OF TEACHING AID(S):

- LCD projector.
- Computer.
- Whiteboard with accessories.

METHODOLOGY(S):

- Lecture.
- Role-playing and simulations.
- Group discussions.
- Practical exercises and mock audits.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to ISO 9001:2015 and Its Principles
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Understanding ISO 9001:2015 Requirements and Clauses
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 3: Fundamentals of Internal Auditing Based on ISO 19011:2018 Guidelines
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Discussion: Audit Planning and Checklist Development

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 4: Planning and Preparing for an Internal Audit
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 5: Conducting the Internal Audit and Identifying Non-Conformities
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 6: Reporting Audit Findings and Following Up on Corrective Actions
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Practical Exercise: Mock Internal Audit & Feedback