



## ISO 41001 INTERNAL AUDITING TRAINING



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**Course Title:** ISO 41001 Internal Auditing Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with practical skills to plan, conduct and report internal audits based on ISO 41001 requirements. It focuses on understanding audit principles, assessing facility management processes, identifying nonconformities and recommending improvements that support system effectiveness. Through case studies, simulations and hands-on auditing exercises, participants will develop the confidence and capability to perform internal audits professionally and contribute to continual improvement.

## **OBJECTIVE(S):**

- Understand ISO 41001 internal audit requirements.
- Learn audit principles, processes and techniques.
- Develop audit planning and checklist preparation skills.
- Conduct effective facility management process audits.
- Identify nonconformities and evaluate compliance.
- Strengthen interviewing and evidence-gathering techniques.
- Prepare clear audit findings and reports.
- Support continual improvement through corrective actions.

**TARGET GROUP(S):**

- Internal auditors
- Facility management teams
- ISO 41001 implementation committee members
- Maintenance, safety and operations personnel
- Anyone responsible for internal audits and compliance

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Overview of ISO 41001 and the Role of Internal Audits
2. Audit Principles, Ethics and Auditor Responsibilities
3. Understanding Audit Criteria and ISO 41001 Requirements
4. Audit Planning, Checklists and Risk-Based Approaches
5. Conducting Internal Audits and Collecting Evidence
6. Identifying Nonconformities and Evaluating Findings
7. Audit Reporting, Follow-Up and Corrective Actions
8. Practical Audit Simulation and Improvement Activities

**LIST OF REFERENCE BOOK(S):**

- ISO 41001:2018 Standard
- ISO 19011:2018 Auditing Guidelines
- Facility management audit and compliance guides

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Audit checklists and reporting templates

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Audit simulation and role-play
- Documentation review exercises

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: ISO 41001 Overview and Audit Role
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 2: Audit Principles, Ethics and Responsibilities
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 3: Understanding Audit Criteria and ISO 41001 Requirements
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 4: 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 – 10:15 am	Topic 5: Conducting Internal Audits and Evidence Collection
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 6: Identifying Nonconformities and Evaluating Findings
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 7: Audit Reporting and Corrective Action Follow-Up
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 8: Practical Audit Simulation & Improvement Workshop