



ISO/TS 29001 INTERNAL AUDITING TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

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



+603 8022 8330



+603 8022 8201



info@mtbmgroup.com



mtbmgroup.com

Course Title: ISO/TS 29001 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/TS 29001 requirements for the petroleum, petrochemical and natural gas industries. It focuses on audit principles, evaluating process controls, identifying nonconformities and recommending improvements that enhance quality, reliability and operational consistency. Through simulation activities, case studies and guided audit exercises, participants gain the confidence and competence to perform internal audits professionally and support continual improvement.

OBJECTIVE(S):

- Understand ISO/TS 29001 internal audit requirements.
- Learn audit principles, ethics and auditor roles.
- Develop effective audit planning and checklist preparation skills.
- Conduct audits using proper interviewing and evidence-gathering techniques.
- Evaluate conformance to ISO/TS 29001 clause and technical requirements.
- Identify nonconformities and improvement opportunities.
- Prepare structured audit findings and clear audit reports.
- Support corrective action and continual improvement processes.

TARGET GROUP(S):

- Internal auditors
- Quality managers and executives
- Operations and production personnel
- Procurement, engineering and supply chain personnel
- ISO/TS 29001 implementation committee members
- Contractors and service providers in oil and gas

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to ISO/TS 29001 Internal Audit Requirements
2. Audit Principles, Ethics and Auditor Competence
3. Understanding ISO/TS 29001 Clauses and Technical Audit Criteria
4. Audit Planning, Programmes and Checklists
5. Conducting Audits and Gathering Objective Evidence
6. Identifying Nonconformities and Assessing Effectiveness
7. Audit Reporting, Corrective Actions and Follow-Up
8. Practical Internal Audit Simulation and Improvement Exercises

LIST OF REFERENCE BOOK(S):

- ISO/TS 29001 Standard
- ISO 19011:2018 Auditing Guidelines
- Oil and gas QMS and compliance references

LIST OF TEACHING AID(S):

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

METHODOLOGY(S):

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

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/TS 29001 Internal Audit Overview
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Audit Principles, Ethics and Auditor Roles
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Understanding ISO/TS 29001 Clauses and Audit Criteria
3:30 pm – 3:45 pm	Afternoon Tea Break
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	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Identifying Nonconformities and Assessing Effectiveness
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Audit Reporting and Corrective Actions
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Internal Audit Simulation and Improvement Workshop