ISO 39001 INTERNAL AUDITING TRAINING

Course Title: ISO 39001 Internal Auditing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with the knowledge, skills and structured methodology needed to conduct effective internal audits of Road Traffic Safety (RTS) Management Systems based on ISO 39001. The course explains how ISO 19011 principles form the foundation for internal auditing and how ISO 39001 requirements translate into audit criteria, operational controls, performance indicators and risk-based assessment approaches. Through audit simulations, case studies and practical workshops, participants will gain the competency to plan, conduct, report and follow up internal audits that support improved road safety performance and strengthen organisational readiness for ISO 39001 certification.

OBJECTIVE(S):

- Understand ISO 39001 requirements and how they are audited.
- Learn ISO 19011 auditing principles and auditor responsibilities.
- Develop effective audit planning, scope and documentation.
- Conduct RTS-focused internal audits using systematic methodologies.
- Identify nonconformities and evaluate root causes.
- Prepare clear and structured audit reports.
- Strengthen corrective action follow-up and continual improvement.
- Support readiness for surveillance and certification audits.

TARGET GROUP(S):

- Internal auditors

- Fleet managers and transport supervisors

- Logistics and supply chain personnel

- Safety, health and environment officers

- Driver trainers and operational leads

- Compliance and risk management personnel

- ISO and RTS management representatives

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to ISO 39001 and RTS Management Systems

2. ISO 19011 Auditing Principles and Auditor Competence

3. Clause-by-Clause Audit Interpretation of ISO 39001

4. Audit Planning, Scope, Criteria and Documentation

5. Conducting RTS Internal Audits – Interviews, Observation and Evidence

6. Reporting Audit Findings and Managing Nonconformities

7. Root Cause Analysis and Corrective Action Effectiveness

8. Audit Follow-Up, Verification and Continual Improvement

LIST OF REFERENCE BOOK(S):

- ISO 39001: Road Traffic Safety Management Systems Requirements

- ISO 19011: Guidelines for Auditing Management Systems

- National road safety and fleet operation guidelines

LIST OF TEACHING AID(S):

- LCD projector

- Computer

- Whiteboard with accessories

- Flip chart with accessories

- Audit templates, checklists and sample forms

METHODOLOGY(S):

- Lecture

- Group discussions

- Case studies

- Audit simulation workshops

- Practical 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: Introduction to ISO 39001 and RTS Management Systems
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2: ISO 19011 Auditing Principles and Auditor Competence
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 3: Clause-by-Clause Audit Interpretation of ISO 39001
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 4: Audit Planning, Scope, Criteria and Documentation

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 RTS Internal Audits – Interviews, Observation and Evidence
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 6: Reporting Audit Findings and Managing Nonconformities
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 7: Root Cause Analysis and Corrective Action Effectiveness
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 8: Audit Follow-Up, Verification and Continual Improvement