

# Guide Internal Auditor Training

The Key to  
Maintaining Your ISO  
Management System

“Working directly with IMSM benefited me because I got specialised training with a professional who was able to explain everything in great detail and answered all of my questions.”

“I was able to gain an understanding of the ISO 9001 standard and apply it to my own company during the training.”

# Introduction

## What does this guide cover?

### **Internal auditing is fundamental when maintaining an ISO management system.**

Ensuring compliance and investing in continual improvement will enable your company to protect its original investment and reap the lasting benefits of ISO.

By training employees to become internal auditors, your company can ensure that its processes and systems are regularly assessed for compliance and improved performance.

Our internal auditor training courses will enable your staff to plan and prepare your company for internal audits and ensure that your ISO standards are operated and maintained to the highest level, safeguarding your management system and protecting your original investment.

### **What does this guide cover?**

In this guide, you will gain a comprehensive understanding of our internal auditor training and the crucial role it plays in maintaining your company's ISO management system.

You will discover what internal auditing is and why it is essential for the ongoing upkeep of your ISO management system. Additionally, you'll learn about the many benefits, uses, and cost savings that come with appropriate training in this area.

# What is internal auditing?

Internal auditing evaluates and assesses a company's management system against ISO standards, such as ISO 9001 and ISO 14001. The purpose of conducting internal audits is to ensure that a business is complying with the standard's requirements and is continually improving its management system.

Internal audits are conducted by employees within the business who have been trained as internal auditors. These auditors will have an adept understanding of the ISO standard and be able to thoroughly examine the firm's management system, including its policies, procedures, processes, and records, to identify any areas of non-conformity or opportunities for improvement.

The auditor will then report the findings to management and recommend corrective measures to address any identified non-conformities. Finally, the auditor follows up to ensure that corrective actions are implemented and effective. This step ensures that a company's management system maintains compliance with ISO throughout the year in preparation for its annual surveillance audit.

# What is internal auditor training?

Internal auditor training equips individuals with the necessary skills and knowledge to conduct internal audits effectively and efficiently, leading to a better understanding of the business's management system and identifying opportunities for continuous improvement.

With internal auditor training, you can continually identify non-conformances and implement corrective action plans to improve your company's ISO management system.

Companies that have already implemented an ISO management system into their operations will be aware of the annual ISO surveillance audit necessary to retain certification for the implemented ISO standard.

To ensure a successful audit, it is crucial to have an internal auditor trained in identifying and addressing any non-conformances within the organisation.



# Who should attend the internal auditor course?

Our internal auditor training courses are designed for individuals who want to enhance their knowledge and skills in conducting internal audits that comply with their company's ISO management system. This includes:

- Personnel in charge of maintaining an ISO management system
- Personnel responsible for conducting internal audits within their company
- Personnel preparing for their annual surveillance ISO audit

Our courses are structured to meet the requirements of attendees at all levels of experience, from beginners to seasoned professionals looking for a refresher. We understand that the requirements for internal auditor training may vary depending on an individual's level of expertise and familiarity with ISO management systems. Therefore, we have designed our courses to accommodate attendees at all experience levels.

## What will I learn during the course?

Our courses are CPD-certified and cover all aspects of internal auditing, including planning, conducting, and reporting on internal audits.

You will learn how to prepare an audit plan, develop practical audit checklists, conduct on-site audits, and report on audit findings.

There will be interactive presentations and role-play exercises throughout the day.



# What does the course include?

You will be trained by an IRCA-qualified or equivalent internal auditing expert, and the course material will be provided to you during the course. You will also receive a CPD certificate upon completion of the course.

Our comprehensive course will explain the auditing principles with a practical approach. You will review specific examples and case studies to understand internal auditing thoroughly. General topics covered by this course are:

- The requirements of the ISO standard
- Auditing principles and checklists
- How to conduct an audit effectively
- How to identify non-conformances and develop corrective action plans
- Effective report writing and follow-up techniques
- Interview practice and stakeholder communication
- Case studies

Additionally, our courses provide you with the tools and knowledge to evaluate the effectiveness of your company's ISO management system, identify areas for improvement, and make recommendations for corrective action.





# Benefits of Internal Auditor Training for businesses

Internal auditor training reaps long-term benefits for your business. You can identify non-conformances when they appear and implement corrective actions where needed. This demonstrates continual improvement and compliance with your ISO management system using the Plan-Do-Check-Act.



## Reduced Costs

Through implementing corrective actions and streamlining processes, time and waste are reduced, ultimately lowering costs in the longer term.



## Streamlined Processes

Internal auditors can effectively identify inefficiencies where processes can be improved. Corrective actions are implemented to streamline these processes and reduce unnecessary steps or waste.



## Risk Management

Internal auditors can identify potential risks and safety hazards. They can provide recommendations to mitigate them and reduce the implications of legal, safety, financial and reputational damage.



## Increased Stakeholder Trust

Internal auditors improve the reliability of the company's financial reporting and operations; this leads to increased trust and support from valued stakeholders.



## Continual Improvement

Internal auditing is a fundamental aspect of continual improvement, as your business's internal processes are continuously improved and go above and beyond ISO compliance.



## Reduced Non-conformances

Internal auditors aim to identify non-conformances and implement corrective actions where necessary. This allows them to prepare for their annual surveillance audit and maintain ISO compliance.



## Improved Financial Reporting

Internal auditors can ensure the accuracy and completeness of financial reporting, reducing the risk of errors and fraudulent activities.

# How can internal auditor training benefit me?

By enrolling in our Internal Auditor Training course, you will acquire the necessary skills and confidence to perform effective internal audits and pinpoint improvement areas within your company's management system.

Internal auditor training can significantly enhance your job performance, allowing you to identify areas of improvement that lead to increased productivity, efficiency, and effectiveness for both you and your team.

Additionally, internal auditor training showcases your dedication to professional standards and best practices, elevating your reputation and credibility within your profession and beyond your establishment



# Frequently asked questions

## What is the course duration?

Our courses typically run for one day, starting at 10 am and concluding at 4:30 pm, with a flexible time frame for a Q&A session at the end of the training.

## Are the courses online or offline?

The classes are held in a LIVE ONLINE format through Microsoft Teams. Courses can be held in person upon request if specific requirements are met.

## Can I complete the course at my own pace?

Our classes are conducted LIVE and feature interactive sessions facilitated by our experienced trainers. We feel this is the best way to get the most from our training program and will give you real-time access to our ISO auditing expert.

## What options do you have around training?

In addition to offering courses with other attendees, we also provide private training for your company if you have a larger group of staff that requires training.

## When are the classes scheduled?

Our courses are regularly scheduled, and we offer ISO 9001 classes once a month.

## What does this course help me achieve?

This class equips you with the skills to plan and prepare your business for internal audits. It provides comprehensive knowledge about the standard's requirements.

## Am I a registered auditor after taking this class?

This class doesn't register you as an auditor, but it gives you the knowledge and information to conduct 1st party audits.

## What will I receive when I finish the course?

All attendees will receive an electronic workbook and an attendance certificate upon class completion.

# How do I become an internal auditor?

IMSM offers comprehensive internal auditor training courses for individuals and teams responsible for managing people and processes within their company. Whether you are an individual looking to develop your skills in conducting internal audits or a team responsible for maintaining an effective management system, our courses are designed to meet your needs.

## Courses we provide internal auditor training for include the following:

- ISO 9001 Quality Management
- ISO 14001 Environmental Management
- ISO 45001 Occupational Health & Safety
- ISO/IEC 27001 Data Security\*
- ISO/IEC 20000 Information Technology\*
- ISO 50001 Energy Management\*
- ISO 13485 Medical Devices\*
- ISO 22301 Business Continuity\*
- ISO 22716 Cosmetic GMP\*
- ISO 37001 Anti Bribery\*
- AS 9100 Aerospace\*
- 2-Day Integrated Management System (includes ISO 9001, ISO 14001, and ISO 45001)

\*These courses are only delivered privately to your company and are not run on a public basis.

To register for internal auditor training, you can contact us. We will assist you in selecting the most suitable internal auditor training course that aligns with the requirements of your business.



Scan here to view  
**our website**

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