

**REGISTRATION FORM FOR THE QUALITY MANAGEMENT SYSTEM**

 <p><b>OMNITECHIT</b></p>	<p><b><i>COURSE SPECIFICATION</i></b></p>	<p align="center"><b>STC – Course Specification</b> <i>Model: SRA-r1</i></p>
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**Title of Course:** *ISO 9001 Internal Auditor*

**Code:** *9001-IA*

<b>COURSE DESCRIPTION</b>	Supply base knowledge and instruments for programming, planning, executing, reporting, and managing the the follow-up of an internal audit in a Quality Management System. The norm of reference is the ISO 9001:2015
<b>COURSE RECIPIENTS</b>	<ul style="list-style-type: none"> <li>• Company Management</li> <li>• Consultants</li> <li>• Quality Management System Administrators</li> <li>• People intending to acquire more expertise in a QMS</li> </ul>
<b>EDUCATIONAL GOALS</b>	<ul style="list-style-type: none"> <li>• Acquire the necessary methodology for a correct and efficient planning and implementing of a QMS audit, in accordance with the approach to processes and the requirements of the norm O 19011;</li> <li>• Learn the methods to search for the audit evidence necessary to evaluate the degree of conformity of a QMS to the norm UNI EN ISO 9001:2015;</li> <li>• Learn how to communicate effectively during the interview and through the written audit reports;</li> <li>• Know how to present the overall results of the audit .</li> </ul>
<b>ADMISSION REQUIREMENTS</b>	Knowledge of the norm ISO 9001:2015.
<b>COURSE PROGRAM</b>	<ul style="list-style-type: none"> <li>• Terms and definitions</li> <li>• Determining the risks and opportunities of the audit process</li> <li>• Evaluating conformity of the documented information</li> <li>• Audit preparation</li> <li>• Audit activities</li> <li>• Follow up activities</li> <li>• The competences of a QMS auditor</li> <li>• Applying the norms UNI EN ISO 19011:2012 and ISO 9001:2015 in a real case of an internal audit</li> <li>• Overview of a Case Study of an organization type and the internal audit's process and execution.</li> <li>• Exercises:             <ul style="list-style-type: none"> <li>○ Preparing the plan for an internal audit</li> <li>○ Preparing the checklist for an internal audit</li> <li>○ Writing the internal audit's report on the results and conclusions</li> <li>○ Writing about a non-conformity observed during an internal audit</li> <li>○ Determining effective correcting actions, stemming form the analysis of the root causes of the non-conformity detected.</li> </ul> </li> </ul>