

Internal Auditor Training ISO 19011:2018 – 2 days

AGENDA

Day 1

- 8.00 am Program Introduction
- 8.15 am **Module 1: Management Systems**
Activity 1 – Benefits of an Effective Audit Program
- 9.15 am Break
- 9.30 am **Module 2: Audit Fundamentals**
Activity 2: ISO 19011:2018 Terms & Definitions
- Module 3: Internal Audit Program Management**
Activity 3 – Roles and Responsibilities
- 11.30 am Lunch
- 12.15 pm **Module 4: Internal Audit Planning**
Activity 4 – Establish Audit Objectives, Scope & Criteria
- 2.00 pm Break
- 2.15 pm **Module 4: Internal Audit Planning cont'd**
Activity 5 – Develop the Audit Plan
Activity 6 – Develop Audit Work Document
- 3.45 pm Review and End of Day Knowledge Check and Day 1 Material
- 4.30 pm Day 1 Close

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Day 2

- 8.00 am Review of Day 1
- 8.15 am **Module 5: Conducting an Audit**
Activity 7 – Internal Audit Role Play
- 9.30 am Break
- 9.45 am **Module 5: Conducting an Audit cont'd**
Activity 8 – Drafting Nonconformity Statements
- 11.30 am Lunch
- 12.15 pm **Module 5: Conducting an Audit cont'd**
Activity 9 – Closing/Feedback Meeting
- 1.45 pm **Module 6: Reporting Audit Outcomes**
- 2.00 pm Break
- 2.15 pm **Module 6: Reporting Audit Outcomes cont'd**
Activity 10 – Draft Audit Report
- 3.00 pm **Module 7: Audit Follow-up**
Activity 11 – Corrective Action
- 3.45 pm Complete and Submit End of Course Knowledge Check
- 4.30 pm Course Close