

ISO 9001:2015 - INTERNAL AUDITORS QUALITY MANAGEMENT SYSTEMS

DATE
29 & 30 May 2023

VENUE
St. Raphael Hotel Limassol

DURATION
14 hours

TUTOR
Ioannis Papakonstantinou

LANGUAGE
English

APPLICATION FORM



FREDERICK UNIVERSITY



TRAINING AND
CERTIFICATION
CENTRE

DESCRIPTION OF THE TRAINING COURSE

IRCA approved training course

The ISO 9001:2015 Standard is the world's most common quality management system standard. The new version of the 9001:2015 Standard includes significant changes compared to ISO 9001:2008, which is why there is a need to inform companies in order to integrate them into their existing system.

Conducting internal audits is imperative to achieve continuous improvement and upgrading of an organization's quality management system and is one of the key requirements of the international Standard ISO 9001. Furthermore, internal audits help an organization to improve operations as well as to achieve better management and saving of its resources.

TÜV CYPRUS in cooperation with Frederick University as part of their commitment in providing high quality training services to their partners, organize this two-day IRCA approved **ISO 9001:2015 INTERNAL AUDITORS QUALITY MANAGEMENT SYSTEMS** training course.

COST OF THE TRAINING COURSE

Cost	Subsidy HRDA *	Final cost	Discount for non-subsidy beneficiaries
€300	€238	€119 (€62 + VAT €57**)	20%

**Beneficiaries of the HRDA subsidy are employees of companies/organizations (subsidy €238,00) and unemployed (100% subsidy)*

***VAT is calculated on the initial cost: €300 → VAT €57*



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OBJECTIVES

With the completion of the training course participants will be able to:

1. Describe the requirements of the ISO 9001:2015 Standard.
2. Name the requirements of the ISO 9001:2015 Standard.
3. Prepare internal audit reports based on the ISO 9001:2015 Standard.
4. Perform internal audits that meet the requirements of the Standard.
5. Organize the certification procedures.
6. Justify the necessary documentation of the system.
7. Participate in the administrative reviews required by the Standard.
8. Motivate the Organization to adhere the procedures of the Standard.
9. Defend the implementation of the quality system.

PURPOSE

The purpose of this training course is to provide thorough and in-depth training of participants in the requirements, techniques and practical application in accordance with the basic principles and requirements of the ISO 9001:2015 Standard. Participants are trained in the general auditing guidelines and techniques, and the audit process, which includes the design, planning, conduct, documentation, audit reporting, management of audit findings and implementation and follow up of corrective actions.

TARGET AUDIENCE

1. Quality Insurance Managers
2. Quality Control Managers
3. Internal Quality Auditors
4. Heads of Departments, implementing quality management systems
5. Business Consultants
6. System Auditors

Application Form

Please complete and return the form via E-mail to ekel@frederick.ac.cy

Seminar Code: 090930717

Organization Name			
Social Insurance Number			
VAT No			
Postal Address			
Participants' Full Name	Participants' ID Card	Position in the Organization	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
Participation Incentives:			
Tel.	Fax	Mobile	Email
Contact Person Name:			
Payments of the cost for participation shall be made PRIOR THE BEGINNING of the training course to the following bank account:			
Όνομα λογαριασμού: TUV CYPRUS LTD Τράπεζα Κύπρου IBAN CY 81 0020 0338 0000 0001 0236 4400 • SWIFT BIC BCYPCY2N ASTROBANK LTD IBAN CY 2500 800 104 0000 0000014337336 • SWIFT BIC PIRBCY2N Ελληνική Τράπεζα IBAN CY 08 0050 0143 0001 4310 A647 5401 • SWIFT BIC HEBACY2N			
Cost	Subsidy HRDA	Final cost	
€300	€238	€119 (€62 + VAT €57 calculated on the initial cost: €300)	

ISO 9001:2015 INTERNAL AUDITORS QUALITY MANAGEMENT SYSTEMS Training Content 29-30 May 2023	
DAY 1 – 29 May 2023	
Time	Training Content
09:00 -11:00	Introduction (Icebreaker) - Presentation of tutor and delegates Structure, philosophy & basic principles of ISO 9001:2015 for internal audits The PDCA cycle Explanation of the main provisions and requirements of the Standard Internal Audits - Definition and introduction
11:00 -11:15	Coffee-Break
11:15 -13:15	The basic principles of an internal audit The importance of an internal audit in the continuous upgrading of a quality management system Organization of an internal audit and the choice of an internal auditor The role of the internal auditor Internal audit process Audit forms and records
13:15 -13:45	Lunch
13:45 -15:45	Planning and preparation of an audit Actions before the audit Selection of audit points and drafting of questionnaire Final schedule determination
15:45 -16:00	Coffee-Break
16:00 - 17:00	Activities: • Issuance of audit schedule • Selection of audit points • Preparation of audit questionnaire Review of day 1 - Questions and answers

TRAINING CONTENT DAY 2 – 30 May 2023	
09:00 - 11:00	Review of day 1 Case study: audit/evaluation of written documents, quality policy & objectives Performing the audit
11:00 - 11:15	Coffee-Break
11:15 - 13:15	How to approach the audited parties in order to avoid unpleasant situations Actions and phrases to avoid during the audit Ways of extracting information, data and examples from audited departments and processes Useful equipment (Camera and measuring instruments) Recording of findings: What it involves and how findings are recorded. Examples Activity: Role-play – Auditor and audited person
13:15 - 13:45	Lunch
13:45 - 15:45	Activities: • Completing the internal audit findings sheet • Preparation of the internal audit report • Issuance of corrective actions Presentation of results during the annual Management review
15:45 - 16:00	Coffee-Break
16:00 - 17:00	Presentation of results during the annual Management review Review of day 2 - Questions and answers -Evaluation of tutor