Internal Auditing Techniques Training Course Details

October 14, 2022

Overview

The 1-Day Internal Auditing Techniques training course is a comprehensive course that teaches the fundamental requirements to create an Internal Audit program and conduct Internal Audits in accordance with ISO 19011:2018, "Guidelines for Auditing Management Systems". This course is based on decades of experience by Mireaux staff implementing management systems, auditing management systems, and being audited.

Through role-playing and audit scenarios, this course helps develop a hands-on understanding that will facilitate the implementation of an effective Internal Audit program.

Learning Objectives

By the end of the course, participants should have attained knowledge and understanding of the following concepts:

- The competency and responsibilities of Internal Auditors
- How to establish an Internal Audit program
- How to plan and execute Internal Audits
- How to write clear nonconformities and effective Internal Audit reports

Prerequisites

The Internal Auditing Techniques training course does not have any prerequisite courses.

For individuals with little or no previous knowledge of management systems, who would like to maximize their knowledge; we recommend Mireaux's Fundamentals of Document Control class as a preamble and introduction to management systems, as well as any of the ISO or API standards implementation courses.

Summary Agenda

The topics in this course include two distinctive areas:

Design of the Audit Program

- Establishing the Audit Program
- Audit Frequency and Scheduling
- Audit Templates
- Principles of Auditing
- Auditor Competence
- Writing Findings
- Audit Planning

Conducting an Audit

- Preparing the Audit Agenda
- Preparing Audit Checklists
- The Opening Meeting
- Audit Interviews

- The Closing Meeting
- Audit Report

Training Methods and Requirements

This course can be delivered via:

- Public Training via **Live Stream** or In-Person at the Mireaux Training Center located in Houston, TX (for select class dates)
- Private Training at your facility, via **Live Stream**, or both

Live Stream Participants will need the following tools to effectively complete this course:

- Computer or laptop with MS Windows software or operating system compatible with MS Teams
- Audio and Visual equipment (i.e., webcam, microphone, headset, etc.)
- Strong Internet Connection

Course Materials

Participants will receive comprehensive reference material, including:

- Training Course Workbook
- Workshops
- Case Study

Duration and Course Hours

The duration of this course is one day, as follows:

- Day 1   8:30 AM to 4:30 PM (CST)

Successful Completion of Course and Test

Participants' successful completion of the course is determined by:

- Active participation and completion of workshops administered at various stages of the class.
- Completion of Test.

Certificate and Continuing Education Units (CEUs)

A Certificate of Completion is provided to all participants upon successful completion of the course. The Certificate awards a total of 0.7 CEUs to participants who attend the entire duration of the course and pass the final Test with a minimum score of 70%.

Training Services Disclosure Policy

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