

# Internal Quality Audit (IQA)

This two-day course is designed for personnel involved in internal quality auditing functions. Knowledge of the ISO 9000 and QS-9000/IATF16949 standards is a definite asset. The course will present the audit cycle (audit theory) from the internal auditor's perspective. It will provide some guidelines and tips on planning and preparing for an internal audit, making an audit report, documenting non-conformance, etc. It will also include follow-up to the audit report, post-audit activities and corrective action effectiveness evaluation.

**Objectives:** At the end of this training, the participants should be able to:

1. Setting up internal audits for ISO 9000, QS-9000/IATF16949
2. Identifying and achieving audit objectives
3. Reporting audit findings
4. Recognizing and resolving difficulties in auditing
5. Conduct follow-up audits and close audit deviation reports

## Agenda:

- Introduction to Audit (Definition and Types)
- The Audit Pyramid
- Elements to be audited
- The Audit Process
  - Planning and Preparation
  - Audit Proper
  - Documentation and Report
  - Reporting Audit Findings
- Post Audit Activities
  - Follow-up
  - Closure of Non-conformances
- Tools and Techniques
- Examples and Cases



**Who should attend:** QA personnel, Internal Auditors, Department Managers

**Seminar Fee:** P15,904 (VAT-inclusive)

**Webinar sessions:** 4

**Facilitator:** Elizabeth A. Aurin

**Dates:** Apr 18-21 '23; Jun 13-16

'23; Aug 15-18 '23; Oct 17-20 '23; Dec 5-8 '23; Feb 14-15 '24 (Note 8:30 am to 12:00 nn daily via Zoom)