

**INTERNAL QUALITY AUDIT
TRAINING
DAY ONE**

PROGRAMME DETAILS

9.00AM - 9.15AM	Registration
9.15AM - 10.15AM	Introduction to ISO 9001:2008 Background
10.15AM - 10.30AM	Tea Break
10.30AM - 1.00PM	Quality Management System Requirements from audit view
1.00PM - 2.00PM	Lunch
2.00PM - 3.00PM	Quality management System Requirements from audit view (continued)
3.00PM - 3.15PM	Tea Break
3.15PM - 5.00PM	Exercise 1
5.00PM	End of Day one

INTERNAL QUALITY AUDIT TRAINING DAY TWO

PROGRAMME DETAILS

9.00AM - 10.15AM	Audit Cycle : covers the following; <i>Audit Planning, Audit notification, Opening meeting, Performing the audit, Closing meeting & Follow-up</i>
10.15AM -10.30AM	Tea Break
10.30AM - 1.00PM	Audit Cycle (continued): the following will be covered; <i>Questioning techniques, Checklist preparation & Audit Tools</i>
1.00AM - 2.00PM	Lunch
2.00PM - 3.45PM	Non- Conformances Reporting <i>How to write an effective NCR will be covered under Exercise 2</i>
3.45PM - 4.00PM	Tea Break
4.00PM - 5.00PM	Exercise 2
5.00PM	End of Day Two