**1 DAY AUDIT COURSE PROGRAMME**

9.00am **Start**

- Introductions

- What is Quality Systems Auditing

- The Needs and Benefits of Auditing

- ISO 9000 requirements for Internal Audit

- Stages of Audit

10.30 am **break for 30 minutes**

- Preparing for an Audit

- Formulating Checklists

(Including two exercises. Delegates will be

expected to produce two checklists from procedures provided).

12.30 pm **break for 30 minutes**

- Non compliances (exercise)

- Conducting Audits

-Tips on how to perform remote audits

2.45pm **Break for 30 minutes**

-Case Study (practice desktop audit)

- Audit Reporting

- Audit Follow-up

- Contents of an Audit Procedure

- Problems and Course Review

4.30pm **Finish**