

QUALITY AND PRODUCTIVITY | QP-008

ISO 9001 Internal Auditor Skills

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Course content

Why Attend

Internal audits are a requirement of ISO 9001 and one of the most powerful tools for improving a quality management system. Effective internal auditors need both knowledge of the standard and practical audit skills.

This Aractech course teaches ISO 9001 requirements from an auditor's perspective and the full internal audit process based on ISO 19011 guidance: planning, preparing checklists, conducting audits, interviewing, recording evidence, grading non-conformities, reporting and follow-up. Participants practise through realistic audit scenarios.

Course Methodology

- Standard walkthroughs
- Audit role plays
- Checklist preparation
- Non-conformity writing exercises
- Group feedback

Course Objectives

- Understand ISO 9001 requirements relevant to auditing
- Apply ISO 19011 audit principles
- Plan internal audits and prepare checklists
- Gather and evaluate objective evidence
- Write clear non-conformities and reports
- Follow up and verify corrective actions

Course content

Target Audience

- Internal quality auditors
- Quality coordinators
- Process owners
- Department representatives

Course outline

Detailed course outline

Day-by-day outline for ISO 9001 Internal Auditor Skills.

Day 1 - ISO 9001 for Auditors

- 09:00-09:39 | Structure of ISO 9001
- 09:39-10:18 | Key requirements
- 10:18-10:57 | Documented information
- 10:57-11:00 | Process approach
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Process approach (continued)
- 12:05-12:43 | Audit criteria
- 12:43-14:00 | Exercise: Requirement mapping

Day 2 - Audit Principles and Planning

- 09:00-09:39 | ISO 19011 principles
- 09:39-10:18 | Audit programmes
- 10:18-10:57 | Audit scope and objectives
- 10:57-11:00 | Checklists
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Checklists (continued)
- 12:05-12:43 | Auditor behaviour
- 12:43-14:00 | Workshop: Audit checklist

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Day 3 - Conducting Audits

- 09:00-09:39 | Opening meetings
- 09:39-10:18 | Process audits
- 10:18-10:57 | Interview techniques
- 10:57-11:00 | Sampling records
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Sampling records (continued)
- 12:05-12:43 | Observations
- 12:43-14:00 | Role play: Internal audit

Day 4 - Findings and Reporting

- 09:00-09:39 | Non-conformity grading
- 09:39-10:18 | Writing findings
- 10:18-10:57 | Opportunities for improvement
- 10:57-11:00 | Closing meetings
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Closing meetings (continued)
- 12:05-12:43 | Audit reports
- 12:43-14:00 | Exercise: Writing non-conformities

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Day 5 - Follow-up

- 09:00-09:39 | Corrective action review
- 09:39-10:18 | Verification
- 10:18-10:57 | Audit effectiveness
- 10:57-11:00 | Auditor development
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Auditor development (continued)
- 12:05-12:43 | Common pitfalls
- 12:43-14:00 | Capstone: Full audit simulation

Seminar dates

Available seminar dates

Live dates and pricing for ISO 9001 Internal Auditor Skills generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Paris	Classroom	€3,825
14 - 18 December 2026	Barcelona	Classroom	€2,815
18 - 22 January 2027	Kuala lumpur	Classroom	€1,925
15 - 19 February 2027	Dubai	Classroom	€1,845
15 - 19 March 2027	London	Classroom	€2,315
19 - 23 April 2027	Munich	Classroom	€3,225
17 - 21 May 2027	Barcelona	Classroom	€2,815
21 - 25 June 2027	Paris	Classroom	€3,825
19 - 23 July 2027	Barcelona	Classroom	€2,815
16 - 20 August 2027	Kuala lumpur	Classroom	€1,925

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