BSI Training Academy

ISO 9001:2015, 14001:2015 and ISO 45001:2018
Internal Auditing training course

Essential information about the course

Level **1 2 3**

As the world's leading Quality Management System (QMS), ISO 9001 helps organizations to increase customer satisfaction, deliver quality products and services, and continually improve. Knowledge and skills of ISO 9001 help your organization continually monitor and manage the quality of all operational performances, helping to build a resilient organization.

ISO 14001 helps organizations implement a flexible and robust Environmental Management System (EMS), making them more resilient and sustainable. Putting environmental best practice at the heart of your operations allows your business to grow and succeed while reducing its environmental impact. Introducing an EMS can cut energy bills, reduce waste and win customer confidence in the responsible way you operate.

ISO 45001 is the world's first ISO management standard for Occupational Health and Safety (OH&S). Its focus on risk prevention, innovation and continual improvement will benefit organizations with the foresight to achieve this global standard through increased organizational resilience. Suitable for large or small organizations and in any industry, it will replace the widely implemented OHSAS 18001.

If you are involved in auditing, maintaining or supervising ISO 9001, ISO 14001 and ISO 45001 management systems, then this course will help you to initiate an audit, prepare and perform audit activities, produce and distribute audit reports and complete follow up activities. You will also learn about the guidelines of management systems auditing according to ISO 19011 and the application of these guidelines to auditing ISO 9001, ISO 14001 and ISO 45001.

This two day course is packed with practical audit activities, group discussion and classroom learning. Our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge and skills as soon as you step back inside your organization. You will be able to assess your organizations management system in detail to monitor quality, environmental and health and safety across all operations.

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Our full course agenda helps you understand what to expect:

Day 1

- Welcome and introductions
- Course aims, objectives and structure
- Intended outcomes and components overview for QMS, EMS and OH&S MS
- Requirement for internal audits
- ISO 19011 Guidelines for auditing management systems
- Auditing terms and definitions
- Plan, Execute, Report, Close-out (PERC)
- Audit process, evidence and criteria
- Principles of auditing
- Typical auditing activities
- Audit programme
- Audit objective, scope and criteria
- Auditor responsibilities
- Initiating the audit
- Document review
- Sampling
- Audit plan
- Work documents and checklist preparation
- Conducting the opening meeting
- Communications and personal behaviour
- Verifying information and recording the facts
- Internal audit video
- Close of day 1

Day 2

- Review of day 1 quiz
- Audit findings
- Generating audit findings – simulated audit
- Documenting nonconformities
- Preparing audit conclusions
- Closing meeting
- Conducting a closing meeting
- Audit report (typical contents)
- Conducting audit follow-up
- Reflection quiz
- Course review and final questions

Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

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We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This course is for you if:

- You already have a thorough knowledge of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018
- You're part of a team involved in carrying out an internal audit within your organization
- Your knowledge of the internal audit process for ISO 9001, ISO 14001 and ISO 45001 needs a refresh

What's the course like?

- Two days long
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

How will I benefit?

- Gain the confidence to prepare, conduct and follow up on ISO 9001, ISO 14001 and ISO 45001 audit activities
- Be able to write factual audit reports and suggest corrective actions
- Understand the guidelines of management system auditing according to ISO 19011
- Develop professionally
- Network with likeminded peers

Why invest in training from BSI?

Our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples to enhance your learning.

Training delivered in-house only

Contact us for a customized quote
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Talk to one of our experts to find out more

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Find out more.
Call: **+44 (0)345 086 9000**
Email: **training@bsigroup.com**
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