

Holmes Community College

presents

Internal Auditor Training According to ISO 19011 – Guidelines for Quality & Environmental Management System Auditing

A 16-hour course (two days) on Quality Management Systems

Wednesday – Thursday
October 14-15, 2009
8:30 A.M. – 4:30 P.M.

Course Objectives:

- Understand ISO 9000 Standard Series
- Link company documentation to the standard equipment
- Be able to develop an audit plan and checklist
- Be able to distinguish objective evidence (via a practice audit)
- Have developed audit-interviewing skills (via a practice audit)
- Be able to identify and document nonconformities (via a practice audit)
- Be able to present audit findings clearly and objectively
- Be able to prepare an audit report

Mr. Jussi Kyllonen will be the instructor. Each participant is asked to bring some of the key quality procedures, so you can customize the training to your particular system. One set per organization will suffice since you will work in teams to audit your own documentation. The suggested documents are: Quality Manual, Document Control Procedure, Record Retention Procedure, Management Review Procedure, Nonconforming Product Procedure, Corrective and Preventive Action Procedure of this course. A certificate of completion will be given at the end of the course.

Registration fee is \$75 (includes lunch)

Registration Deadline is October 9, 2009



D.P. "PAT" MCGOWAN WORKFORCE TRAINING CENTER
AT HOLMES COMMUNITY COLLEGE

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