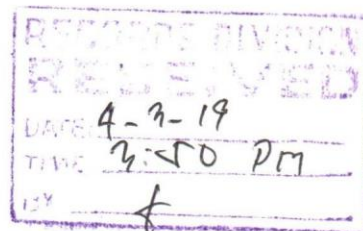




2 April 2019

MEMORANDUM NO. 178

Series of 2019



T O: All Newly Designated ISO Internal Auditors

R E: ISO 9001:2015 Internal Quality Audit Training on April 12, 2019

As part of our contract with AGF for ISO 9001:2015 certification, there will be a Training on Internal Quality Audit to be held on April 12, 2019, from 8:00 AM to 5:00 PM at the CCE Building. Being newly designated ISO Internal Auditors, you are hereby requested to attend the said training to acquaint you of the process of internal quality auditing of work processes. Please find attached the program of activities for your reference and guide. QAC will provide you on Thursday copies of the training materials and other related documents for your advance preparations. It is advised that participants should bring their laptops to the training.

Your utmost cooperation and attendance is enjoined.


EDGARDO E. TULIN
President

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INTERNAL QUALITY AUDIT TRAINING
CCE 2nd Floor, VSU, Visca, Baybay City

April 12, 2019 (DAY 2)

Time	Activity	Attendees
08:00 AM – 09:00 AM	Arrival of Participants; Registration	Auditors
	Session 1: Introduction	
	What is ISO?	
	What is an Audit?	
	Types of Audit	
	Principles of Audit	
09:00 AM – 10:00 AM	Audit Team Responsibilities & Requirements	Auditors
10:00 AM – 10:15 AM	Break	All
	Session 2: Managing an Audit Programme	
	Establishing Audit Programme	
	Risks and Opportunities	
	Implementing Audit Program	
10:15 AM – 12:00 NN	Workshop # 1: Audit Planning	Auditors
12:00 NN – 01:00 PM	Lunch Break	All
	Session 3: Implementing Audit Programme	
	Audit Preparation	
	Workshop # 2: Audit Checklist Making	
	Preparation of Work Documents	
	Audit Triangle	
	Do's & Don'ts	
01:00 PM – 03:00 PM	Handling Difficult Situations	Auditors
03:00 PM – 03:15 PM	Break	All
	Session 4: Audit Reporting	
	Category of Findings How to write a report	
	What is a Root-cause?	
	Correction, Corrective Action	
	Case Study # 1: Internal Audit	
03:15 PM – 04:00 PM	Questions and Discussions	Auditors
04:00 PM – 04:45 PM	Internal Quality Audit Examination	Auditors
	Discussion of Answers	
04:45 PM – 05:00 PM	Training Evaluation, Class Picture & Certificates	Auditors

Note

Time may vary during actual training / assessment depending on discussion and interaction between trainer/facilitator and participants.