

ISO 9001:2008 - Internal Quality Auditor Training Course

Trainer

Mr Dennis KW Soh, holds many years of experiences as a trainer and certification body auditor. He holds a basic degree in Production Engineering and Master's Degree in Industrial Engineering. Before becoming a trainer and auditor, Mr Dennis KW Soh worked in the manufacturing environment for more than 12 years. In 1998, he set up URS Far East to represent URS in England for the markets in Singapore, Indonesia and Malaysia. In addition, Mr Dennis KW Soh is qualified to conduct certification audits for quality, environmental, health and safety, food safety and aerospace management systems.

Synopsis

This course aims to provide participants with the practical know-how of conducting internal audits effectively. Key audit processes from planning up to reporting and follow-up are clearly explained using simple to understand slides. The technique of conducting internal audits is taught with many practical exercises and quizzes to engage trainees and give them a sound understanding of the complete internal audit cycle.

Learning Objectives

- A full understanding of how internal audit activities contribute to the effective implementation of a Quality Management System.
- The practical know-how of the complete internal audit cycle from planning, performing to reporting and follow-up

Course Outline

- Audit Terms / Vocabulary
- ISO 9000 Standard walk through
- Quality System Documentation Structure
- Planning the Audit
- Development of audit checklist
- Audit skills & Techniques
- Conduct of Opening & Closing Meetings
- Recording findings
- Report preparation & presentation
- Follow-up on audit findings
- Case Studies / Syndicate exercises

Who should attend

Managers, Engineers, Executives, Supervisors, Technicians and anyone who is interested in understanding more about conducting internal audits effectively based on the ISO 9001: 2008 Standard.

Course Details

Dates:

1. 21 – 22 September 2015
2. 18 – 19 November 2015

Fee: S\$450.00* (SISO Members)

S\$490.00* (Non-Members)

(*Fee includes GST, light refreshments and training materials)

Complimentary: SS ISO 9001:2008 guidelines will be handed out

Time: 9.00am to 5.00pm (Registration starts at 8.45am)

CPD points: 14 SDUs

Venue: Singapore Institution of Safety Officers

167 Jalan Bukit Merah,

#02-13 Connection One, Tower 5,

Singapore 150167

For more information and registration, please visit:

Website: www.siso.org.sg

For enquiries:

Email: registration@siso.org.sg

Call: 6777 5185

Registration Form

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Part A					
Course Dates:					
Part B – Participants' Details (attach a separate list if necessary)					
Salutation (Mr/Ms)	Name (Please underline surname)	NRIC	Designation / Job Title (Please indicate your WSHO Reg. No., if any)	Mobile no.	Special Diet (e.g. vegetarian)
Part C – Company's Particulars					
Name of Company:					
Type of Industry:					
Name of Contact Person:				Designation:	
Tel:				Fax:	
Email (for course correspondence):					
Part D - Billing Details					
Billing Address:					
Please tick as appropriate if you would like an invoice to the company:			e-Invoice for Government bodies		
<input type="checkbox"/> Yes <input type="checkbox"/> No			Dept & Sub-business unit: _____		
SISO member (circle as appropriate): Yes/ No			<i>(For official use only)</i>		
*SISO membership no:			Cash or Cheque No.		for S\$

Registration and Payment

Fee

SISO members: S\$450.00*

Others: S\$490.00*

(*Fee includes GST, light refreshments and training materials)

Please submit completed registration form together with a crossed cheque, made payable to "SISO", to reach us no later than one week prior to the programme start date.

Singapore Institution of Safety Officers

167 Jalan Bukit Merah

#02-13 Connection One, Tower 5,

Singapore 150167

Fax: 6777 6896

E-mail: registration@siso.org.sg

Website: www.siso.org.sg

Note to all:

- The Institution reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.
- A confirmation e-mail will be sent to you one week prior to the commencement of program
- Seats will only be reserved for participants who have received a confirmation e-mail
- If written notice of withdrawal is received:
 - > 14 days before commencement of programme – full refund
 - Between 3 & 13 working days – 70% refund
 - Less than 3 working days - no refund