



MAS
MANAGEMENT
SYSTEMS PTY LTD

INTERNAL AUDITS WORKSHOP

WORKSHOP OUTLINE

We're all busy and perhaps carrying out an internal audit feels like something you just don't have time for.

But you still need confidence in your system and peace of mind that it's doing what it should. And so do your clients.

That's why internal audits are a critical part of your quality management system and risk mitigation efforts. Plus if you hold third party accreditation or certification, internal audits are a **mandatory requirement**.

Course outline

In this one day interactive workshop you'll learn:

- The responsibilities of an auditor
- How to prepare for an audit and create great checklists
- How to conduct an audit
- The most effective questioning techniques
- How to produce audit and nonconformity reports
- How to report corrective actions

We'll give you hints and tips on what to look for and, importantly, how to answer questions from external auditors such as NATA.

Our trainers have extensive experience including as NATA auditors, providing you with valuable insights into an external auditor's mindset.

To ensure this workshop is of immediate and practical use, we can work through a process from your facility.

PLUS we don't leave you high and dry after the workshop! We'll be in touch a couple of weeks after the course to make sure you're on track and answer any further questions.

WORKSHOP REQUIREMENTS

We'll be working on real examples, including your own.

Please identify one process or area in your lab you'd like to work through. Don't worry if you don't have one, we'll also have a case study to use in the workshop.

This training will be conducted online so you'll need a device with reliable internet connection and a distraction free area for learning. A headset can be useful to keep your focus on training and since we'll be using the Zoom platform keeping your webcam on helps with interaction.

And the most important thing to bring along is an open mind and a willingness to learn!

FEEDBACK

We're always pleased to receive feedback on our training and have been delighted to have received only positive feedback from past participants:

"A great opportunity for learning with others - highly interactive extremely useful"

"A very instructive day (Lab Manager)"

"Thanks Maree for running a very useful workshop that is very relevant at the moment" (Quality Coordinator).

For more information about this workshop you can phone Maree on 0411 540 709 email us at info@masmanagementsystems.com.au

Book into the next session on 18 November right [here](#)