



MAS MANAGEMENT SYSTEMS

INTERNAL AUDIT TRAINING COURSE

www.masmanagementsystems.com.au

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

But internal audits are a critical part of your quality management system. They provide confidence in your system and peace of mind that it's doing what it should for both you and your clients.

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 different types of audits
- 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

Why is our course different? Because we use a process from your facility to ensure what you learn is of immediate and practical benefit!

PLUS you'll get hints and tips on what to look for and 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. Plus, we've seen first hand what works (and what doesn't) across businesses just like yours.

BONUS: Often there are questions after you've completed a training course. So we don't leave you high and dry once the day is over. We'll be in touch a couple of weeks after the course to make sure you're on track and answer any further questions.

All participants will receive a certificate of completion at the end of the course.

COURSE COST: \$594 PER PERSON

IN-HOUSE TRAINING: As well as saving you time and money, in-house training ensures consistency of message across your business. **PLUS we train your staff using your processes, on your premises.**

Discounts apply for group training so contact us for further information about this option.

FOR MORE INFORMATION ABOUT THIS COURSE
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OR PHONE MAREE ON 0411 540 709