

# Internal Auditor Training

A new and exciting Internal Auditor Training Course from Eildon. Train up to 15 delegates over 2 days to enhance the effectiveness of your internal audits. Provide your team with audit skills based on ISO Standards.

“The training course achieved its goal of clarifying the audit process and preparing delegates for the initial checking involved in working towards OHSAS 18001 at a later date. Delegates all gained valuable insight to the auditing process and are all fired up to visit their audit venues in the next couple of months. Some useful ideas and discussions have also come from the training course to enhance our existing audit plans.”

**Flavio Walker, Kent County Council**

## Only £1995



The Internal Auditor course is run over two days. Alternative auditor courses are also available to fit in with your own organisational needs. The course is based on the principles set out in BS EN ISO 19011:2002 “Guidelines for Quality and/or Environmental Management System Auditing”.

### **Some of the topics covered in the training course:**

- Principles of auditing
- Managing an audit programme
- Audit planning
- Conducting document review
- Conducting an opening meeting
- Using interviews and inspections
- Gathering evidence and making records
- Conducting a closing meeting
- Preparing an audit report

### **Additional aspects of the training course:**

- Printed comprehensive course handouts
- Use of effective training videos
- Up to 15 delegates on each course
- LCD PowerPoint presentation
- Practical auditing workshops
- Verification questionnaire at course end
- Attendance sheet
- Course evaluation sheet
- Certificate of attendance

Keep costs down by using your own trained and competent audit team. Let them help your organisation reduce occupational health and safety risks to an acceptable level.