



Internal Auditor Course for Laboratories

Three Training Days

What?

Learn how to plan and conduct internal audits within laboratories. Examine auditing principles and techniques. Practice the required skills.

Who?

For all laboratory staff who participate in the operation of the laboratory quality system:

- Conducting testing or calibration
- Supporting laboratory activities
- Managing the laboratory quality system
- Training laboratory staff
- Managing the laboratory

How?

This 3-day Training Course is offered by CALA and practices the internationally recognized approaches to conducting conformant internal audits. The techniques learned promote the involvement of laboratory personnel. The course included easy-to-implement methods for continual improvement and preparing for external assessments.

Syllabus

Day 1 - (09:00-16:00)

Introduction and Objectives

- Course Aims
- Approaches to Learning

Syllabus (cont'd)

Day 1 - (09:00-16:00) (cont'd)

Internal Audit Concepts

- Requirements
 - - **Break (15 minutes)** - -
- Quality systems
 - - **Lunch (1 hour)** - -
- Continual improvement processes
- Process auditing
 - **Break (15 minutes)** - -
- Requirements for auditors

Day 2 - (09:00-16:00)

Internal Audit Planning

- Internal audit cycles and planning
- Agreements
 - - **Break (15 minutes)** - -
- Planning workshop
 - - **Lunch (1 hour)** - -

Meetings and Interviews

- Auditor responsibilities
- Opening meetings
 - - **Break (15 minutes)** - -
- Interview workshop

Day 3 - (09:00-16:00)

Writing findings and reports

- Determining findings
- Audit report content
 - - **Break (15 minutes)** - -
- Closing meeting workshop
 - - **Lunch (1 hour)** - -

Corrective and preventive action

- Requirements and root cause
- Develop enduring solutions
- Monitoring and follow up
 - - **Break (15 minutes)** - -
- Follow up workshop

Call us at (613) 233-5300