

OBJECTIVE

This training aims at understanding and applying the internal audit technique for QMS.

OUTLINE

Identify the key points of the audit process:

- Objectives of the audit
- Different phases of the audit
- Role and behavior of the auditor

Prepare the audit:

- Objectives and scope of the audit
- Analysis of the entity to be audited
- Elaboration of the audit plan

Perform the audit:

- Conduct the opening meeting
- Conduct the different interviews with the entities to be audited
- Observations, data collection and taking notes
- Detection of gaps and analysis

Conclude the audit:

- Conduct the closing meeting
- Elaboration of the audit report

WHO SHOULD ATTEND ?

Internal Auditors, Quality Managers, Quality Officers, Any person responsible to audit a quality management system.

TRAINING DETAILS

TRAINER	Ms. Stephanie Hayek, Senior Quality Consultant – AFNOR Quality Lead Auditor
DATE	October 24th & 25th, 2019
TIME	From 9 a.m till 5p.m
LOCATION	Apave Training center, Furn El Chebbak
FEES	300\$ per person including documentation, lunch and coffee breaks, (excluding V.A.T)

FOR REGISTRATION

TITLE : Mrs. / Miss / Mr	ADDRESS
NAME	P.O BOX
FUNCTION	TELEPHONE
COMPANY NAME	MOBILE
MOF #	FAX
Invoice in the name of	EMAIL

For more information, please contact us :

Lea Moubarak – Training Coordinator Email: lea.moubarak@apave.com – trainings.liban@apave.com

Tel. 961.1.283072 / 961.1.295010 – Fax. 961.1.295145 – Web : www.apave.me