**1 DAY AUDIT COURSE PROGRAMME**

 9.00am **Start**

 - Introductions

 - What is Quality Systems Auditing

 - The Needs and Benefits of Auditing

 - ISO 9000 requirements for Internal Audit

 - Stages of Audit

 10.30 am **break for 30 minutes**

 - Preparing for an Audit

 - Formulating Checklists

 (Including two exercises. Delegates will be

 expected to produce two checklists from procedures provided).

 12.30 pm **break for 30 minutes**

 - Non compliances (exercise)

 - Conducting Audits

 -Tips on how to perform remote audits

 2.45pm **Break for 30 minutes**

 -Case Study (practice desktop audit)

 - Audit Reporting

 - Audit Follow-up

 - Contents of an Audit Procedure

 - Problems and Course Review

 4.30pm **Finish**