

# Internal QEMS Auditor



RM1000 ~ Hotel Singgahsana, Petaling Jaya

## Course Objectives

To provides internal auditing knowledge and hands-on skills for internal auditor to execute an effective and value added auditing process for QMS and EMS

## Course Timetable

Day 1

<b>Time</b>	<b>Subject</b>
0900	Introduction and time table
0915	What is QEMS Audit?
1000	Tea Break
1015	Pre-audit Activities Audit Preparation
1200	Lunch
1300	Auditor Planning Assignment Auditor Checklist Assignment Opening Meeting
1500	Tea Break
1515	Conducting The Audit By Using PDCA and Process Approach
1630	Q & A Session
1700	Closed for Day 1

Day 2

<b>Time</b>	<b>Subject</b>
0900	Practical Audit (to follow day 1 arrangement)
1000	Tea Break
1015	Continue with Practical Audit
1200	Lunch
1300	Closing Meeting Audit Report Preparation Audit Follow up Auditor Audit Report Preparation Assignment
1500	Tea Break
1515	Auditor Performance Review
1700	End of the course

## For Whom

This course is designed for all potential internal auditors, internal auditors, QEMR who are assigned to check the effectiveness of quality and environmental management system implementation.

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## Location Map



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### Date

28 & 29 February 2012  
17 & 18 April 2012

### Time

9.00 am – 5.00 pm

### Hotel Singgahsana Petaling Jaya

Persiaran Barat Off Jalan Sultan  
46760 Petaling Jaya  
Selangor Darul Ehsan  
Tel : 03-7956 2100  
Fax : 03-7954 2041

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### Course Fee

**RM 1000 per person**

*Course Fee includes Lunch, Tea-Breaks, Course Notes and Certificate of Completion*

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### Early Bird and Group Discount

Register at least 2 weeks before the training and enjoy a discounted fee of RM950.

Group of 3 or more participants from the same company will enjoy a 5% discount on the applicable fee

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## REGISTRATION FORM *Please (/) your preferred date*

28 & 29 February 2012     17 & 18 April 2012

### Billing Details

Company Name : \_\_\_\_\_

Contact Person (Mr / Mrs / Ms) : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Company Stamp:

Authorised Signature :

## PARTICIPANT(S) DETAILS

### **Participant 1**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### **Participant 2**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### **Participant 3**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### Method of Payment

Kindly select the method of payment on the following:

( ) Pay the 1 week before the training

( ) By bank transaction

( ) By courier / by post

( ) Pay during the training

Bank Draft/Cheque No

RM

( ) HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this brochure, together with the programme agenda and speaker's profile which we will provide to you upon request once you have registered.

## ADMINISTRATIVE DETAILS

### CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom  
Tel: 03-6241 5211 / 016-226 4799 /  
012-278 666  
Fax: 03-6259 5455  
Email: yylee@cammgnt.com /  
admin@cammgnt.com

### ADDRESS

**CAMBRIDGE MANAGEMENT SDN BHD**  
No. 33-3A-1 Jalan Metro Perdana Barat 1,  
Taman Usahawan Kepong Utara, 52100  
Kuala Lumpur

### COURSE FEE

Normal fee – RM1000  
Group Discount – 5% (3 or more participants  
from the same company)

### REGISTRATION

Complete the Registration Form  
and fax or email for reservation. All  
registrations will be confirmed **ONE WEEK**  
before the commencement of the course.

### PAYMENT

Payment of fee must be made **PRIOR** to  
commencement of the programme.

Crossed cheques should be made payable to  
“**CAMBRIDGE MANAGEMENT SDN  
BHD**” or bank-in payment to **Maybank  
Account No. 5-12389-117631**.

Please fax the bank-in slip with your  
company's name to 603-6259 5455 as proof  
of payment.

### CANCELLATION

Once a registration is confirmed, no  
cancellation will be allowed. If the registered  
delegate is unable to attend, a substitute is  
allowed and please inform us in writing via fax  
or email. Confirmed delegate who failed to  
attend and last minute cancellation is liable for  
the entire fee of the training.

### CONFIRMATION

You will receive an invoice indicating course  
fee and seminar date. Check it for accuracy.

### DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the  
right to change the speaker, date and to  
cancel the programme should circumstances  
beyond the company control arise.  
CAMBRIDGE MANAGEMENT also reserves  
the right to make alternative arrangements  
without prior notice should it be necessary to  
do so.

**“ALL TRAININGS ARE 100%  
HRDF CLAIMABLE UNDER  
SBL SCHEME”**