

Internal Quality Management System Auditor



RM990 ~ 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

Course Contents

- What is QMS Audit?
- Pre-audit Activities
- Audit Preparation
- Auditor Planning Assignment
- Auditor Checklist Assignment
- Opening Meeting
- Conducting The Audit By Using PDCA and Process Approach
- Practical Audit At The Organization
- Closing Meeting
- Audit Report Preparation
- Audit Follow up
- Auditor Audit Report Preparation Assignment
- Review Audit Results



Course Timetable

Day 1

Time	Subject
0900	Introduction and time table
0915	What is QMS 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

Time	Subject
0900	Practical Audit At The Organization (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	Review Audit Results
1700	Closed for Day 2

For Whom

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

Internal Quality Management System Auditor



RM990 ~ Hotel Singgahsana, Petaling Jaya

Location Map



Date

21 & 22 February 2012
17 & 18 April 2012
20 & 21 June 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

Course Fee

RM 990 per person

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

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

Internal Quality Management System Auditor



RM990 ~ Hotel Singgahsana, Petaling Jaya

REGISTRATION FORM *Please (/) your preferred date*

21 & 22 February 2012 17 & 18 April 2012 20 & 21 June 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 – RM990
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”**