



## *Best Practices Workshop*

# Internal Quality Auditor Training ISO9001:2015 Compliance

**Wednesday, September 23, 2020, from 8:00am – Noon**

Schmidt Training and Technology Center - RACC Campus  
15 North Front Street, Reading PA 19601 – Free Parking in Adjacent Garage

## Workshop Outline

✓ **Overview of ISO 9001:2015**

- Definition of a ISO 9001 Quality System
- Requirements for Internal Audits
- Other Core Requirements

✓ **Planning Internal Audits**

- Issuing the Yearly Audit Schedule
- Use of an Audit Applicability Matrix
- Creating an Audit Plan

✓ **Performing an Audit**

- Assignments of the Auditors
- Executing the Audit Plan
- Best Practices for Conducting Audit Interviews

✓ **Documenting and Closing an Audit\***

- Major & Minor Compliances and Opportunities for Improvement
- Writing and Issuing Non-compliances
- Tracking and Closing Non-compliances

*\* Two virtual audits will be planned, conducted and documented in the classroom*



**Cost: \$375 / person  
(Includes Refreshments and Course Material)**

**[Click to Register.](#)**