



# Team Consultants (S) Pte Ltd

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*The Professional Consultant with over 16 years of proven track records*

## Date

- 09&10 Sep 2009
- 14&15 Oct 2009
- 18&19 Nov 2009

*Due to unforeseen circumstances that may arise, we reserve the right to re-schedule or cancel the course*

## Time

**9.00am – 5.30pm  
(Day 1 to Day 2)**

## Course Fee

**\$590 per participant**  
(subj. to GST)

[ SDF Approved Course ]

CPD Programme: CPD/088/A1B/001

SDU Point Awarded: 14

**Inclusive of training materials, lunch, coffee/tea breaks.**

## Venue

*To be confirmed*

## Trainer

**Mr. Dennis Soh**

*IRCA Registered Principal Auditor*

He has more than 16 years of experience in QMS training and consultancy. He is also an authorized trainer and lead tutor status for IRCA Registered ISO 9001 Courses. He has to-date conducted many in-house and public courses for more than 800 organizations.

*We specialise in providing auditing, training, and consultancy services for ISO 9000, ISO 14000, OHSAS 18000, ISO/TS 16949, AS 9100, HACCP, People Developer, Cost of Quality (COQ), SQC/SQA Award, and Total Quality Managements.*

**Learn It Right  
The First Time !**

## Internal Quality Auditor Training Course

**BASED ON ISO 9001:2008 STANDARDS**

This course is specially designed to equip participants with

- A full understanding of how internal audit activities contribute to the effective implementation of a Quality Management System.
- The practical know-how of the complete internal audit cycle from planning, preparation to reporting and follow-up.

### Course Outline

- ◆ Audit Terms / Vocabulary
- ◆ ISO 9000 Standard walk through
- ◆ Quality System Documentation Structure
- ◆ Planning the Audit
- ◆ Development of audit checklist
- ◆ Audit skills & Techniques
- ◆ Conduct of Opening & Closing Meetings
- ◆ Recording findings
- ◆ Report preparation & presentation
- ◆ Follow-up on audit findings
- ◆ Case Studies / Syndicate exercises

### Who should attend

*Managers, engineers, quality professionals and all personnel involved in establishing, implementing & maintaining internal quality audits based on ISO 9000 Standards.*

**Special discount  
for registering  
two or more participants !**



*We look forward to your participation.*

**Please do contact us should you require more information**

----- **Fax your Course Registration to 6298 4277** -----

Name: (1) \_\_\_\_\_ Designation: \_\_\_\_\_

(2) \_\_\_\_\_ Designation: \_\_\_\_\_

(3) \_\_\_\_\_ Designation: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Please make cheques payable to **“Team Consultants (S) Pte Ltd”**

*Cancellation Policy: No refund will be made for cancellation received within 14 days or less before commencement of the course. All cancellation shall be made in writing.*