

# INVITATION INTERNAL QUALITY AUDITING THURSDAYS 18 AND 25 MARCH 2010

(2 Half Days 1.45 – 5.00pm)

11 VENTURA HOUSE, NORWICH ROAD, WATTON, NORFOLK.

### WHO SHOULD ATTEND?

This course is aimed to provide help for owners and key personnel of small - medium sized organisations in the Private and Public Sector who have responsibility for Quality Audit to ISO9001:2008.

### FORMAT

The course is run over two half day sessions at 11 Ventura House, Norwich Road, Watton, Norfolk. It will provide guidance on the skills needed to carry out effective audits. Delegates will also have an opportunity to raise issues specific to their organisation.

### THE INTERNAL AUDITOR

This course covers the role of the Internal Auditor within the ISO9001:2008 process and prepares the individual for carrying out this critical role.

### CONTENT

The course will cover:

- Introduction to Audits
- Reasons for Audit
- Benefits arising from Audits
- Audit scheduling and preparation
- Audit techniques
- Audit reporting and responsibilities
- Corrective action and management review
- Process review

### OBJECTIVE AND OUTCOME

The course will impart the skills and knowledge required to be an Internal Auditor as required by the standard.

### OUR EXPERIENCE AT YOUR DISPOSAL

Norman Wilson our Practice Principal has extensive experience of the business benefits and practical application of ISO9001:2008 and is ideally placed to help you make the standard work for your business.

WLP is a well established locally based group of experienced business people with hands-on experience of a wide range of disciplines. You can find out more about our people, our company and our clients at [www.w-l-p.co.uk](http://www.w-l-p.co.uk).

### FEES

£145.00 per delegate (£170.38 inc VAT).

If required, a copy of ISO 9001:2008 can be provided at an additional cost of £40.00 (no VAT).

### RESPONSE

Please return to WLP, 11 Ventura House, Norwich Road, Watton, Norfolk IP25 6JU.

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Internal Quality Auditing – 18 and 25 March 2010

Please book  places on the above course at £145.00 + VAT each and supply  copies of ISO9001:2008 at £40.00

Name..... Company.....

Address.....

Postcode..... Telephone .....email.....

Additional Delegates.....

(Cheques payable to WLP should be included with this form. A VAT invoice and confirmation of booking will be supplied)