



London TDM

Quality and Productivity Improvement Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 02 November 2025 To 06 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

This 5-day professional course on Internal Quality Auditing Skills is designed to equip participants with the essential knowledge and practical skills needed to conduct effective internal audits. The course will cover various auditing methodologies, techniques for identifying areas for improvement, and strategies for implementing corrective actions.

- Understand the principles and purpose of internal quality auditing.
- Develop skills to plan and execute an internal audit.
- Learn to identify and report non-conformities effectively.
- Gain proficiency in writing clear and actionable audit reports.
- Understand how to implement and follow up on corrective actions.

Course Outlines

Day 1: Introduction to Quality Auditing

- Definition and purpose of internal audits
- Types of audits: compliance, process, and system audits
- Standards and frameworks for quality auditing
- Roles and responsibilities of an auditor
- Overview of the audit cycle

Day 2: Planning the Audit

- Establishing audit objectives and scope
- Developing an audit plan and checklist
- Resource allocation and scheduling
- Conducting a risk assessment
- Preparing audit documentation

Day 3: Conducting the Audit

- Opening meeting with auditees
- Data collection techniques
- Interviewing and observation skills
- Recording audit evidence
- Managing audit team dynamics

Day 4: Reporting and Follow-up

- Writing effective audit reports
- Identifying and categorizing non-conformities
- Communicating audit findings
- Performing root cause analysis
- Recommendations and corrective actions

Day 5: Enhancing Audit Performance

- Implementing continuous improvement in auditing
- Advanced auditing techniques and tools
- Ethics and integrity in quality auditing
- Auditor certification and professional development
- Closing audit meeting and feedback