

## Internal Audit

*Berlin (Germany)*

*23 - 27 December 2024*

UK Training

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## Internal Audit

Code: QM28 From: 23 - 27 December 2024 City: Berlin (Germany) Fees: 4200 Pound

### Introduction

An ineffective audit can mean severe consequences; resulting in process failure, customer dissatisfaction, and regulatory noncompliance. Optimize your auditing skills in line with the internationally recognized ISO 19011, Guidelines for Auditing Management Systems standard.

### Course Objective

- Gain the confidence to prepare, conduct, and follow up on audit activities.
- Be able to write factual audit reports and suggest corrective actions.
- Understand the guidelines of management system auditing according to ISO 19011.
- Develop professionally.

### Course Outlines

#### Day 1: Management systems overview

- Guidelines for Auditing Management Systems ISO 19011.
- Auditing terms and definitions.
- Process for auditing.
- Audit responsibilities.
- Audit evidence and program.
- Audit scope, objectives, and criteria.
- Principles of auditing.
- Typical audit activities.

#### Planning & Initiating

- Planning the audit.
- Initiating the audit.
- Document review.
- Auditing programming.
- Audit plan and sampling.
- Audit work documents.

#### Day 2: Execute the Audit

- Opening meeting.
- Communication.
- attributes and question types.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

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- Verifying information and recording evidence.
- Internal audit video.
- Nonconformities.
- Simulated internal audit.
- Documenting nonconformities.
- Preparing audit conclusions and the closing meeting.

### Reporting

- Report an audit.
- Typical audit report contents.

### Day 3: Defining and Developing the Internal Audit Process and Establishing Roles within the Internal Audit Department

- Defining and Developing the Internal Audit Process and Establishing the Roles within the Internal Audit Dept.
- Defining, developing, and implementing an Internal Audit Function.
- Defining the distinctions and responsibilities between Internal and External Auditors.
- Identifying the Internal Audit Staff Positions.
- Developing the Audit Committee Charter for a Board of Directors.
- Review of Statements on International Auditing Standards Update and General Auditing Practice Issues.
- Identifying Internal Audit Staffing Requirements.

### • Day 4: Examining and Understanding the Differences between Various Types of Audits, including Risk Factors

- Examining & Understanding the Differences between Various Types of Audits, including Risk Factors.
- Operational Audits.
- Financial Audits.
- Compliance Audits.
- Fraud and Forensic Audits.
- Information Systems Audits.
- Review of Current Year U.S. Audit Risk Alerts.

### Day 5: Selecting, Procedural Planning, and Commencing Internal Audit Examination

- Selecting, Procedural Planning & Commencing Internal Audit Examinations.
- Developing Streamlined Processes for Conducting Internal Audit Examinations.
- Identifying Effective Audit Programs for the Various Types of Audits.
- Evaluating and Selecting Internal Audit Methodologies.
- Notifying the Internal Auditee and Supervisors of the Internal Audit Examination and Promoting Cooperation and Assistance in Achieving Common Goals.
- Evaluating Internal Controls Systems and Accessing Network and Computer Files and Folders.
- Effecting Changes to an In-Process Internal Audit Examination.

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