

## Internal Audit

*Vienna (Austria)*

*9 - 13 September 2024*

UK Training

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## Internal Audit

Code: QM28 From: 9 - 13 September 2024 City: Vienna (Austria) Fees: 4400 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 programme
- 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

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.

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### Execute the Audit

- Opening meeting
- Communication, attributes and question types
- 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 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 & 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 & 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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, 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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