COURSE PROGRAMME
INTERNAL QUALITY AUDIT COURSE
VENUE: RED COURT HOTEL, NAIROBI

Wednesday 27th July 2011

0830 - 0900	Registration and Introduction
0900 - 0945	**Session one**: Terminologies and Introduction to Quality Assurance
0945 - 1030	**Session two**: Requirements of ISO 9001:2008
1030 - 1045	***Tea/Coffee Break***
1045 - 1200	Requirements of ISO 9001:2008 contd.
1200 - 1300	Exercise 1 and Presentation of Exercise 1
1300 - 1400	***Lunch Break***
1400 - 1445	**Session three**: Introduction to Internal Quality Auditing
1445 - 1515	**Session four**: Audit Planning and Scheduling
1515 - 1545	**Session five**: Preparing for an Individual Audit
1600 - 1615	***Tea/Coffee Break***
1600 – 1700	**Exercise 2 and Presentation of Exercise 2** **Exercise 3 and 4**

Thursday 28th July 2011

0900 - 1000	**Session six**: Performing the Audit
1000 - 1030	Presentation of Exercise 3 and 4
1030 - 1045	***Tea/Coffee Break***
1045 - 1115	Exercise 5 and Presentation of Exercise 5
1115 - 1145	**Session seven**: Evaluation of Corrective Action
1145 - 1230	Exercise 6 and Presentation of Exercise 6
1230 - 1300	**Session eight**: Reporting and Analysis of Audits
1300 - 1400	***Lunch Break***
1400 - 1430	Course Summary
1430 - 1500	***Tea/Coffee Break***
1500 – 1700	**Preparation for practical auditing during day 3**

Friday 29th July 2011

0830 – 1130	Practical Auditing
11.30 –13.00	Presentation of findings
1300 - 1400	***Lunch Break***
1400 - 1530	Examination
1530 - 1600	***Tea/Coffee Break***
16.00	Closing

Kenya Bureau of Standards

INTERNAL QUALITY AUDIT COURSE

Dates: **27TH – 29TH JULY 2011**

Venue: RED COURT HOTEL, Nairobi

CONTENTS

- *Auditor's perspective of ISO 9001:2008*
- *Introduction to Auditing*
- *Audit Planning and Scheduling*
- *Audit Process*
- *Audit Cycle and Management Review*
- *Audit Reporting and Analysis*
- *Written examination*

KENYA BUREAU OF STANDARDS

NOMINATION FORM

Please enrol the following nominee to the course on

INTERNAL QUALITY AUDIT (27TH-29TH JULY 2011)

Name:……

Qualifications:……

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Position held:……

Name and Address of the organization:……

……

……

Tel. No:……Fax No:……

E-mail:……

Nature of Business……

Residential/Non-Residential:……

Name of Nominating Authority:……

Signature of Nominating Authority:……

(Kindly affix OFFICIAL STAMP)

Date:……

(PLEASE FILL AND MAIL THIS SECTION TO THE KENYA BUREAU OF STANDARDS)

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MOMBASA

Rift Region
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NAKURU

Lake Region
Tel:(254 57) 23549
Fax:(254 41) 21814
KISUMU

Mt. Kenya Region
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NYERI

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KENYA BUREAU OF STANDARDS

INTERNAL QUALITY AUDIT COURSE

The Kenya Bureau of Standards provides training to industry as part of its task of creating awareness and technical expertise in areas of Quality Management and Conformity Assessment. The Internal Quality Audit Course is one such training meant for Quality Assurance Managers, Management Representatives, Process Auditors, Quality Controllers, Quality Inspectors, practising professionals and Managers in Industry/Organizations who intend to or are implementing any Management System.

The purpose of this course is to provide training in the principles and practices of internal quality system auditing in the context of a quality system based on meeting the requirements of ISO 9001:2008

The seminar will be held at the **Red Court Hotel in Nairobi** from **27th-29th July 2011.** The three-day course gives a practical experience on managing audit processes for evaluation of process effectiveness and efficiency. At the end of the three-day course participants will understand the principles and practices of auditing in the context of a quality system based on meeting the requirements of ISO 9001:2008. They will also be able to develop analytical skills necessary for effective audits.

The course will comprise formal classroom sessions, case studies and open forum discussions. The course also includes a 90-minute written examination

A non-residential fee of KSh. **30,000/=** (plus 16% VAT) will be charged per participant payable by a crossed cheque to the Kenya Bureau of Standards. This amount includes course fees, stationery, lunches and morning and afternoon teas. Those who may wish to be accommodated in the hotel may make their own arrangements.

You are invited to nominate at least one participant to the seminar. Attached is detailed seminar information and a nomination form, which you should complete, detach and return to us as soon as possible. Payments should be made at least one week before the start of the course.

Yours faithfully

Cyrus Wambari
For: MANAGING DIRECTOR

PS: KEBS is registered with the Directorate of Industrial Training