



Internal Auditing Basics (Preparing, Performing, Reporting, Follow-up)

This course, by far, one of our most popular, is designed to provide new auditors with a basic understanding of how to conduct an internal audit.

In easy to understand terms, the class covers the audit conventions for preparing, performing, reporting and follow-up. The basis for this course is the ASQ Quality Press bestseller, *The Internal Audit Pocket Guide: Preparing, Performing, Reporting, and Follow-Up*, 2nd Ed., by J.P. Russell. The course is focused on what new internal auditors need to know to conduct an audit. The lessons follow the audit process from initial acceptance of the audit assignment through reporting what was found. This is a basic auditing course for beginners who will be conducting audits using any performance standard such as ISO 9001, IATF 16949, FDA GMPs, FAA, ISO 14001, HACCP and so on. The *Internal Auditing Basics* course consists of a series of lessons, illustrations, diagrams, examples, supplemental handout information, interactive exercises, quizzes, and access to the QualityWBT comprehensive glossary. A handy desk reference and the Auditor Code of Conduct are included as pdf files. Successful completion of the course will result in a certificate for ten contact hours (1.0 CEUs). The subscription length is 90 days plus one free 30-day subscription extension, if needed.



Quality Web-Based Training is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue IACET continuing education units (CEUs).

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