



**SIMMAT**  
& Associates Pty Ltd

## INTERNAL AUDIT PROCEDURES

For Quality, Environmental, OHS & Other Management System  
Audits

### COURSE INFORMATION

**Date** Thursday 29th &  
Friday 30th October 2007

#### Enquiries

David Richardson  
Telephone 02 9466 5566  
Facsimile 02 9466 5432  
Email [dsr@aigroup.asn.au](mailto:dsr@aigroup.asn.au)

#### How to Register

Simply complete the registration  
form overleaf and forward  
your cheque to:

Australian Industry Group  
PO Box 289  
North Sydney NSW 2059  
Facsimile 02 9466 5432

#### Seminar Benefits

- Improved decision making in the requirements of internal auditing
- Improved ability to plan and effectively undertake internal audits
- Knowledge to conduct critical self-audits of your facilities, processes and procedures to maintain 100% compliance
- Increased potential to achieve improvements in business efficiency and profitability using audit findings
- Personal and professional skills growth

**Simmat & Associates together with the Australian Industry Group are proud to present another quality training program**

Internal auditing contributes significantly to the process of continual improvement in business performance.

This course has been developed by experienced auditors to explore the theory and practical aspects of conducting internal audits. The core of the course is structured around the generic stages of the audit process including:

**Managing the audit program**  
**Initiating the audit**  
**Conducting the document review**  
**Preparing for on-site activities**  
**Conducting the audit**  
**Preparing the audit report**  
**Completing the audit**  
**Conducting the audit follow-up**

The two day program follows the format of ISO19011:2003 to specifically address the internal audit training requirements of Quality, Environmental, OHS and a number of other types of business management systems.

Business case studies, interactive learning, team work, role playing and discussions are all used to provide instruction and methods that can be used in the workplace to achieve successful audit outcomes for all parties involved in the process.

Each of the internal audit procedures discussed by the course presenter demonstrates to the participants how to be effective in their audit activities.

#### Course Leader

Kobi Simmat has trained and advised numerous companies in the development of management systems (Integrated Environmental, Quality, OHS, HACCP), and carries out audits and reviews to identify opportunities for strategic and process improvements.

Kobi holds graduate and post graduate qualifications to support his extensive industry experience. Kobi possesses core skills and experience in management systems training with his know how extending to ensuring that in the development and implementation phases of management system projects, all organisational impacts are considered and managed including, human resources, financial, and operational requirements.

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# INTERNAL AUDIT PROCEDURES



## For Quality, Environmental, OHS & Other Management System Audits

### COURSE OVERVIEW

An internal audit program is an effective way of monitoring a management system to ensure that we:

- Undertake activities as we planned
- Meet the requirements of the Quality, OHS, Environmental management system
- Control the planning, performance, reporting and follow-up of audits
- Provide information for review by senior management
- Identify the need for any change to policy, objectives and targets

This course is designed to provide practical and action oriented skills in the theory and practical aspects of auditing management systems. It demonstrates the responsibilities of the auditor and provides a thorough grounding in the techniques and methodologies used in effectively undertaking audits.

### LEARNING OUTCOMES

The course follows a competency based learning structure with formal and informal assessments against the following learning outcomes:

- Plan, organise and undertake an audit
- Evaluate audit findings
- Record audit results
- Provide advice on audit results

### COURSE MODULES

The course has been structured to include two modules:

#### **Module A – Audit Theory**

The first of the course modules looks at audits and audit theory, along with auditor skills and personal attributes.

#### **Module B – Internal Audit Procedures**

The second of the course modules investigates and discusses the procedures required to be implemented during the audit process.

### RECOGNITION OF LEARNING

Successful participants will qualify for a "Certificate of Competency".

### DESIGNED FOR

This course is essential for those wishing to gain an understanding of how to implement audit procedures, and how those procedures relate to each stage of the audit process. The course has a core focus on internal auditors, who work with internal members of staff to review and improve policies, procedures, work instructions and the way they do business.

### IN-HOUSE COURSES

The seminar can also be conducted on a company's own premises and can be customised to suit the specific requirements of a particular business

**Date:** Thursday/Friday 29th - 30th 2007  
**Venue:** AI Group North Sydney Office - 51 Walker Street North Sydney  
**Time:** 8.30 am Registration, Seminar 9.00am - 5.00pm both days  
**Fee:** \$890 (Includes GST)

### Registration

Please send to David Richardson with a cheque made payable to Australian Industry Group, PO Box 289 North Sydney NSW 2059 or send by fax on (02) 9466 5432 and follow with cheque. Once received, a fax confirming your registration and tax invoice will be sent.

Participant Name and Title												
Company												
Address												
Phone				Fax				Email				
A cheque is enclosed for the total fee of \$						made payable to Australian Industry Group						
Please debit my credit card \$			<input type="checkbox"/> MasterCard		<input type="checkbox"/> Visa		<input type="checkbox"/> Diners		<input type="checkbox"/> Amex			
Credit Card Number											Expiry Date	
Cardholder's Name						Cardholder's Signature						

Cancellation Policy –Registration may be cancelled up to five working days prior to commencement of course with participants either transferring to another course or receiving a full refund. If no cancellation notice is received or cancellation is made less than 5 days prior to commencement of course, no refund will be issued. You may substitute another participant at any time prior to course commencement date should the nominated person be unable to attend. AI Group reserves the right to cancel or postpone a course to an alternative date. All registered participants affected by such changes will receive a full refund or be offered the opportunity to transfer to the next available course program.