



PRESENTS

SIX SIGMA Quality International
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**INTERNAL AUDITORS
TRAINING COURSE
(NON – RESIDENTIAL)
ISO 17025**

Dear Sir/ M'am

As is widely known, SIX SIGMA Quality International is conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

SIX SIGMA Quality International organizing Auditor/ Internal Auditor Training course for ISO 17025 series quality management system.

a) ISO INTRODUCTION

The standards published by ISO undergo changes periodically, to reflect the best-suited practices over the changing times. ISO 17025 series of standards have been revised in December 2008 .

For a business unit to successfully set up an ISO 17025 Quality Systems or get maximum benefits from an established Quality System, auditors within the organization have to be trained to assess the system against ISO 17025 requirements. They must also be able to assess their suppliers Quality System to support own Quality Initiative.

To increase professionalism, quality auditors also seek formal registration with the International Register of Certificated Auditors (UK) and National Accreditation Board of Professional Training (NRBPT), Govt. of India. One of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an NRBPT approved auditor training.

b) OBJECTIVE OF THE COURSE:

The objective of the course is to illustrate the importance of the Auditor/Internal Auditors role, skills and competency in bearing the ultimate responsibility for the effective performance of the audit team. A practical and intensive course for training quality professionals to Internal and manage third and second party audits of an ISO 17025



course describes how to plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up action. You will understand by the end of the course how regular auditing by an audit team directed by a competent Internal auditor is the foundation of an effective Management System. On completion of the course you will have the necessary skills and the experience to Internal Audit and manage your own audits. The learning process will include a series of tutorials, exercises, culminating in both practical and written examination. Delegates will be supplied with a bound set of comprehensive course notes.

c) COURSE CONTENTS:

- Introduction to ISO 17025
- Vocabulary & understanding definitions
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination

d) WHO SHOULD ATTEND:

- 1) All employees whose work responsibility directly affects System
- 2) Those individuals willing to take up external auditing as a future profession by becoming an independent auditor.
- 3) Those who intend to enroll themselves to NRBPT, QCI-Govt of India Registration Schemes of 17025 Auditors.
- 4) Management Representatives responsible for effective implementation and execution of ISO17025



e) **COURSE DETAILS:**

Detail program of 2 days training course will be sent / given on the first day to the delegates on registration.

f) **DURATION:**

Two day Training program for Internal Auditor [Timings: 9.00 am to 5.30 pm]

g) **FEES:**

1. Non-Residential: **Rs.3500/-** per delegate plus service tax as applicable for Internal Auditor Course.

Payment should be made by Cheque / DD in favour of **“Six Sigma Quality International, Mumbai”**

h) **VENUE:**

Client Office

Or

Six Sigma Quality International

107/108, Mehta Chambers, Station Road

Vasai(W), Thane(Mumbai)-401202

Email : info@sixsigma-tqm.com

Tel: 0250-2341170/09323717375

Fax : Ext 206

i) **NOMINATIONS:**

You may send in your nominations to the course co-ordinator, SSQI, on the Registration form at the following address along with the fees.

Javed Badshah

107/108, Mehta Chambers, Station Road

Vasai(W), Thane(Mumbai)-401202

Email : info@sixsigma-tqm.com

Tel: 0250-2341170

Fax : Ext 206

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

Please send your nomination of the delegated immediately as limited seats are available.



j) TERMS & CONDITIONS:

- I. SIX SIGMA Quality International general terms and conditions will be applicable for qualification of personnel.
- II. Delegate Fees shall be send in advance through cheque / DD in favor of **“Six Sigma Quality International”**.
- III. SIX SIGMA Quality International will charge Service tax as applicable.
- IV. Travel & Subsistence will be charged for faculties on actual in case of course will be conducted in-house at client premises.



REGISTRATION FORM

TRAINING COURSE : Internal Auditor Training Course for ISO 17025

COURSE NO / DATE :
COMPANY NAME : _____

ADDRESS : _____

TEL. NO./FAX NO. : _____

**NAME & DESIGNATION OF
NOMINATED PERSON** :

Sr. no	Name	Designation	Qualification

PAYMENT MADE BY : Cheque No / Demand Draft No: _____ Date _____

Drawn on Bank : _____

Cheque / Demand Draft Should be drawn in favour of :

“Six Sigma Quality International” payable at Mumbai, Maharashtra, India.

Note : Fees once paid will not be refunded, however this will be carried forward for the next course during the same financial year.

Place : _____

(Signature)

Date : _____

Name: _____

Six Sigma Quality International, 107/108 Mehta Chambers, Station Road, Vasai(W)
Mumbai-400 202, India. Tel : 0250- 2341170 Fax : Extn. 206

**Other Offices : New Delhi, Ludhiana, Baroda, Jaipur, Udaipur, Ahmedabad, Nasik, Pune,
Indore, Nagpur, Daman, Kolhapur, Banglore, Belgaum, Hyderabad, Chennai, Kolkata.**