



ONE DAY INTERNAL QUALITY AUDITOR COURSE FOR CONSTRUCTION

DATO' Ir. K. LAXANA NAIDU

CIDB CCD POINTS APPLIED!

- ✓ Learn to plan, conduct, report and close audits
- ✓ Learn how to audit ISO 9001:2015 requirements
- ✓ Acquire auditing knowledge and skills

Wednesday, 23rd January 2019 | 9:00 AM ~ 5:00 PM | MBAM Training Centre

INTRODUCTION

The course provides a practical knowledge and application of audit principles and practices. Auditors will acquire auditing techniques and skills to conduct their internal quality audits. Auditing new requirements and changes in ISO 9001:2015 standard will be covered during the course. The training includes auditing risk, processes, project activities and ISO 9001:2015 requirements. The audit methodology is based on ISO 19011 standard.



COURSE CONTENT

- Introduction to quality auditing
- Auditing QMS and ISO 9001:2015 requirements
- Plan audits: Prepare audit programmes, plans and checklists.
Set-up audit teams
- Perform audits: Conduct opening meeting. Apply audit methods.
Conduct interviews and record audit findings
- Report audits: Analyse audit findings. Report non-conformances,
observations and positive practices. Prepare audit reports
- Close audits: Implement correction and corrective action. Close
NCRs. Maintain audit records
- Examples of audit programmes, plans, checklists, NCRs and
reports
- Application learning and practice sessions
- Sharing, discussions and Q & A

PROGRAMME

08:30 – 9:00	Registration
09:00 – 9:45	Welcome Remark & Topic 1 : Introduction
09:45 – 10:30	Topic 2: Audit Planning
10:30 – 10:50	Coffee Break
10:50 – 11:15	Session 2
12:30 – 14:00	Lunch Break
14:00 – 15:30	Session 3 : Practise Session-Auditor and auditee role play
15:30 – 15:50	Coffee Break
15:50 – 16:45	Topic 4 : Audit Reporting & Closure
16:45 – 17:00	Discussion / Q & A / Closing

TRAINER PROFILE

DATO' Ir. K. LAXANA NAIDU, Principal Consultant of Sysnovate Solutions Sdn Bhd with 18 years of experience in providing consultancy and training in quality, environmental, safety and health management. He has lead over 100 companies in construction, property development, engineering and related sectors attain certification to ISO 9001, ISO 14001, OHSAS 18001, MS 1722 and ISO 45001 standards.

WHO SHOULD ATTEND

- | | | |
|--------------|-----------------------|-----------------------|
| ■ Directors | ■ Engineers | ■ Draughtpersons |
| ■ HOD | ■ Quantity Surveyors | ■ Supervisors |
| ■ QMR | ■ Executives | ■ Document Controller |
| ■ Managers | ■ Resident Architects | ■ Admin and Human |
| ■ Architects | ■ Resident Engineers | ■ Resource personnel. |
| | ■ Clerk of Works | |



MBAM ISO Committee
A One Day Internal Quality Auditor Course For Construction
Wednesday, 23rd January 2019
9:00 AM ~ 5:00 PM, MBAM Training Centre



MBAM/S/12/18

REGISTRATION FORM

CLOSING DATE: 21st January 2019

We wish to register the following person(s):-

No	Name of Participants (To be printed at certificate)	Designation	I/C No (For CCD Points)	CIDB Green Card Expiry Date
1.				
2.				
3.				

PAYMENT

Member Status	Fees / Pax	No of Pax	Amount
MBAM Member	RM 350.00		
Non Member	RM 450.00		
Total Amount RM			

Please Tick (✓)	Payment Method	Cheque No
	By Cheque	
	A copy of Bank-in Slip / Telegraphic Transfer to "Master Builders Association Malaysia" enclosed. MAYBANK ACCOUNT NO: 014-114-430-810	

Payment must be made before the training. Please issue a crossed cheque in favour of "MASTER BUILDERS ASSOCIATION MALAYSIA". Due to limited seats, registration will be accepted on first-come-first-served basis. Upon issuance of confirmation note, no cancellation will be entertained. However, substitution of participant is allowed. MBAM reserves the right to postpone or cancel the training.

ENQUIRY/REGISTRATION

For enquiry kindly contact: - **Ms. Jannah or Mr. Leon Leong** at Tel: **03-79848636**. To register, please send your complete registration form to MBAM Secretariat via Fax: **03-79826811** or E-mail: Ms. Jannah mbam24@mbam.org.my on or before Monday, **21st January 2019**.

DISCLAIMER STATEMENT

I/We shall be participating in the training at my/our own risk and hereby indemnify fully MBAM from all claims arising from any injury, damage or loss that may be sustained by me/us during the training.

Submitted By:-

Name : _____ Signature: _____

Name of Company: _____ Designation: _____

Telephone: _____ Fax: _____ E-mail: _____

Address: _____