KOENIG SOLUTIONS · COURSE OUTLINE

Oil & Gas QMS Audit: ISO 29001 & 9001

Learn to plan, conduct and report ISO 29001 and 9001 quality management system audits in the oil and gas sector.

5 Days	5	26
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course covers the requirements of the ISO 29001:2010 and ISO 9001:2015 quality management system standards, including internal audit clauses, documentation and auditor roles. It then addresses audit preparation, covering terminology, audit principles, planning, programme and procedure development, and interview and note-taking skills. Attention turns to conducting internal audits, including checklist creation, communications, documentation review, personnel interviews and site observation. The final sessions cover preparing and presenting audit reports, handling non-conformities and corrective actions, and reviewing the overall internal audit process.

WHO THIS COURSE IS FOR

Quality Auditors **QMS Managers** **Internal Auditors** **Quality Assurance Engineers** **Compliance Officers**

LEARNING OBJECTIVES

- Explain the requirements of ISO 29001:2010 and ISO 9001:2015 standards
- Identify quality system requirements and documentation practices
- Describe roles and responsibilities of QMS auditors
- Plan audit programmes, procedures and terms of reference
- Apply interview and note-taking skills during audits
- Develop effective audit checklists for internal audits
- Conduct QMS documentation review and site observations
- Prepare and present internal audit reports and corrective action plans

COURSE SYLLABUS

5 Modules, 26 Topics

DAY 1

01

Quality Management System (QMS) Audit

TOPICS

- ISO 29001:2010 and 9001:2015 QMS international standards
- Review of 29001 clauses 4-8 and 9001 clause 9 Internal audit requirements
- Quality system requirements
- Types and levels of QMS internal audits
- Documentation in the Quality Management System (QMS)
- Roles and responsibility of auditors

DAY 2

02

Audit Preparation and Setup

TOPICS

Terminology and definitions · Audit concepts and principles · Planning and conducting effective audits · Producing audit programme and procedure · Audit terms of reference · Interview and note-taking skills

DAY 3

03

Conducting an Internal Audit

TOPICS

Internal audit process · Creation of effective audit checklists · Communications during audit · QMS documentation review · Key personnel interviews · Physical site observation

DAY 4

04

Preparing Audit Report

TOPICS

Review of non-conformities and observations · Audit findings and conclusions · Preparation of internal audit report · Corrective action plan · Presentation of audit report · Monitoring and close-out of non-conformities

DAY 5

05

Review of Internal Audit Process & Assessment

TOPICS

Review of internal audit process · Review of internal audit reporting

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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