



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Conduct Audits Within A Quality Management System Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 119797 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to conduct internal and external audits within a quality management system (QMS) based on ISO 19011 and relevant standards. Learners will understand audit principles, processes, and techniques to ensure compliance and drive continuous improvement in their organisation.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	119797
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles and processes of auditing a quality management system.
- Plan and prepare for an audit, including developing checklists and sampling plans.
- Conduct audit activities, including opening meetings, interviews, and evidence gathering.
- Analyse audit evidence to identify non-conformances and areas for improvement.
- Evaluate audit findings and compile clear, concise audit reports.
- Demonstrate professional conduct and ethical behaviour throughout the audit process.

WHO SHOULD ATTEND

- Quality assurance professionals, internal auditors, and managers responsible for maintaining or improving QMS compliance.
- This course is ideal for individuals seeking to enhance their auditing capabilities within any industry.

COURSE OUTLINE

Day 1: Foundations of Quality Management Systems and Auditing

- Overview of Quality Management Systems (QMS) and ISO 9001
- Key QMS principles: customer focus, leadership, engagement of people
- The audit process: planning, execution, reporting, follow-up
- Types of audits: internal, external, supplier, and third-party
- Auditor competencies and ethical behaviour
- Introduction to audit documentation and checklists

Day 2: Audit Planning and Preparation

- Defining audit objectives, scope, and criteria
- Risk-based audit planning
- Creating audit checklists aligned to ISO 9001 clauses
- Document review: policies, procedures, records
- Resource allocation and communication with auditees
- Opening meeting agenda and protocols

Day 3: Conducting the Audit – Techniques and Evidence Gathering

- Interviewing techniques: open and closed questions
- Observation and sampling methods
- Recording evidence: audit notes, checklists, and forms
- Identifying nonconformities vs. observations
- Handling difficult auditees and conflicts
- Closing meeting: presenting findings

Day 4: Audit Reporting and Nonconformity Management

- Structure of an audit report
- Writing nonconformity reports (NCRs) with evidence
- Classification: major, minor, observation
- Root cause analysis techniques (5 Whys, Fishbone)
- Corrective action planning and implementation
- Verification of corrective actions and closure

Day 5: Audit Follow-Up, QMS Improvement, and Practical Integration

- Follow-up audit process and closure
- Using audit results for continual improvement
- Management review inputs and outputs
- Simulated audit exercise: planning to reporting
- Review of key learning and assessment preparation
- Final assessment: knowledge and practical application

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 119797) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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