

Liverpool John Moores University

Title: INTERNAL QUALITY MANAGEMENT SYSTEM AUDITING
Status: Definitive
Code: **6314BUSBS** (122078)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Polly Wilson	Y

Academic Level: FHEQ6
Credit Value: 20
Total Delivered Hours: 45

Total Learning Hours: 200
Private Study: 155

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	11
Seminar	33

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	PORT	Portfolio of evidence of competence in defined areas. 2000 words	70	
Exam	EXAM	Open book multiple choice examination.	30	1

Aims

1. To understand the responsibilities of an Internal Auditor.
2. To understand the desired competences necessary and essential for an auditor.
3. To understand the role of Internal Audit in the maintenance and improvement of management systems.
4. To understand the Process-based Quality Management System Model.

5. *To understand the Process-based auditing Model.*
6. *To understand how to manage, conduct and report the Internal Audit Process.*

Learning Outcomes

After completing the module the student should be able to:

- 1 Plan and prepare an internal audit, including a checklist and schedule
- 2 Conduct an internal audit including interviewing, overserving and record keeping.
- 3 Report the audit results in an Audit Report.
- 4 Carry out all duties associated with internal quality management auditing.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

PORTFOLIO	1	2	3
EXAM	4		

Outline Syllabus

- *Introduction of audit*
- *Role and responsibilities of an auditor*
- *ISO 9001: Purpose and Requirements*
- *Auditing a Process*
- *Managing the Internal Audit programme*
- *Preparing and Planning an Audit*
- *Conducting an Audit*
- *Non-Conformance reporting*
- *The Audit Report*
- *Corrective and Preventive Action*
- *Follow-up Audits*

Learning Activities

Students will be involved in role playing exercises. They will also prepare and use relevant audit documentation. They will be presented with "real-life" scenarios to which they will have to apply their auditing skills and report on their findings.

Notes

This module will enable students to acquire and demonstrate competences in all areas of Internal auditing of quality management systems. These are transferable skills and can be used for the auditing of Environmental and Health and Safety

Management Systems.

All students who achieve more than 60% in the examination element of the assignment will receive a Certificate of successful completion of Internal Audit of QMS Auditor Course.