

## Liverpool John Moores University

Title: INTERNAL QUALITY MANAGEMENT SYSTEM AUDITING  
Status: Definitive  
Code: **6500SERBS** (118209)  
Version Start Date: 01-08-2018

Owning School/Faculty: Academic Portfolio  
Teaching School/Faculty: South Eastern Regional College

Team	Leader
Natalie Marguet	Y

**Academic Level:** FHEQ6  
**Credit Value:** 24  
**Total Delivered Hours:** 79  
**Total Learning Hours:** 240  
**Private Study:** 161

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26
Tutorial	52

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Exam	Exam.	Multiple-choice examination.	25	1
Portfolio	Portfolio	Portfolio of evidence of competence in defined areas.	75	

### 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;
- 2 Gather objective evidence through interview and sampling of documents and records;
- 3 Document audit observations, including non-conformances;
- 4 Identify what corrective actions are required and how these can be verified for effectiveness;
- 5 Report the audit results in an Audit Report;
- 6 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:

Examination	6					
Portfolio	1	2	3	4	5	

## Outline Syllabus

*What is an audit?*

*Why audit?*

*Role and responsibilities of an auditor;*

*Auditor Competences;*

*ISO 9001: Purpose and Requirements;*

*Links to other Standards – Integrated Management Systems;*

*Process based documentation;*

*Overview of the Audit Process;*

*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.