

Liverpool John Moores University

Title: INTERNAL QUALITY MANAGEMENT SYSTEM AUDITING
Status: Definitive
Code: **6512HEPBS** (118873)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: HELP College

Team	Leader
Alex Douglas	Y

Academic Level: FHEQ6
Credit Value: 24.00
Total Delivered Hours: 79.00
Total Learning Hours: 240
Private Study: 161

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26.000
Tutorial	52.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Portfolio	Portfolio of evidence of competence in defined areas.	75.0	
Exam	Exam.	Multiple-choice examination.	25.0	1.00

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:

- LO 1 Plan and prepare an internal audit, including a checklist;
- LO 2 Gather objective evidence through interview and sampling of documents and records;
- LO 3 Document audit observations, including non-conformances;
- LO 4 Identify what corrective actions are required and how these can be verified for effectiveness;
- LO 5 Report the audit results in an Audit Report;
- LO 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:

Portfolio	LO 1	LO 2	LO 3	LO 4	LO 5
Examination	LO 6				

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.

References

Course Material	Book
Author	BSI
Publishing Year	2010
Title	BS EN ISO 9001:2008 Quality Management Systems – Requirements
Subtitle	
Edition	
Publisher	BSI, London
ISBN	

Course Material	Book
Author	Russell, J P
Publishing Year	2007
Title	The Internal Audit Pocket Guide
Subtitle	Preparing, Performing, Reporting and Follow-up
Edition	
Publisher	ASQ, Milwaukee
ISBN	

Course Material	Book
Author	Palmer, P C
Publishing Year	2005
Title	Process Driven Comprehensive Auditing
Subtitle	A New Way to Conduct ISO 9001:2000 Internal Audits
Edition	
Publisher	ASQ, Milwaukee
ISBN	

Course Material	Book
Author	BSI
Publishing Year	2002
Title	BS EN ISO 19011:2002 Guidelines for Quality and/or Environmental Management Systems Auditing
Subtitle	
Edition	
Publisher	BSI, London
ISBN	

Course Material	Book
Author	Pronovost, D
Publishing Year	2000
Title	Internal Quality Auditing

Subtitle	
Edition	
Publisher	ASQ, Milwaukee
ISBN	

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.