# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Select external training providers and begin internal auditor training | Top Management and the Management Representative to meet and discuss the requirements for internal auditing.  Plan to provide training to the internal auditors on how to audit a QMS.  Based on education and experience internal auditors should undertake and a CQI and IRCA Certified ISO 9001:2015 Internal Quality Management Systems (QMS) Auditor training course online or in person, from an external provider. | Top Management  Management Representative  Internal Auditors | * List of Internal Auditors * List of providers and course dates * Presentations * Handouts * Training attendance records |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that Top Management and the Management Representative met and discussed the requirements for internal auditing. It is suggested that organizations obtain a copy of ISO 19011:2018 |  |
| Check that Top Management and the Management Representative have selected Internal Auditors based upon education and experience. |  |
| Check that the Internal Auditors have undertaken an Auditor training course. |  |
| Ensure that any training handouts for other media are briefed to other relevant staff to boost their knowledge as well. |  |
| Check that the Internal Auditor training records have been retained in their respective HR files. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |