



COURSE OVERVIEW HE0427
Certified Internal Auditor
(ISO 9001, ISO 14001, ISO 17025, ISO 45001, RC 14001,
HACCP & IFA)

Course Title

Certified Internal Auditor (ISO 9001, ISO 14001, ISO 17025, ISO 45001, RC 14001, HACCP & IFA)

Course Date/Venue

November 01-05, 2026/Meeting Room F, Centro Corniche Al Khobar by Rotana, Al Khobar, KSA

Course Reference

HE0427

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Internal Auditor (ISO 9001, ISO 14001, ISO 17025, ISO 45001, RC 14001, HACCP & IFA). It covers the internal auditing and management systems; the quality management systems, environmental management systems and occupational health and safety management systems in accordance with ISO 9001, ISO 1400, and ISO 45001 standards; the integrated management system (IMS) framework, internal audit principles and auditor responsibilities; the ISO/IEC 17025 laboratory management requirements, auditing ISO/IEC 17025 technical requirements and RC 14001 responsible care management system; and the HACCP principles and food safety controls, auditing HACCP systems, IFA requirements and audit considerations.



During this interactive course, participants will learn the ISO 19011 guidelines for management-system auditing and risk-based thinking across management systems; the internal audit programme, defining audit scope, objectives and criteria, audit planning and document review; developing audit checklists and working documents and conducting the opening meeting; the auditor interviewing and communication techniques, collecting and verifying objective evidence, process-based auditing and audit trails; evaluating conformity and identifying findings, writing effective nonconformity statements and classifying review of audit findings; the root cause analysis, corrective action and audit reporting; and closing meeting, following-up, verification and continual improvement.





Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Internal Auditor*”
- Discuss the internal auditing and management systems as well as quality management systems, environmental management systems and occupational health and safety management systems in accordance with ISO 9001, ISO 1400, and ISO 45001 standards
- Recognize integrated management system (IMS) framework and internal audit principles and auditor responsibilities
- Identify ISO/IEC 17025 laboratory management requirements, auditing ISO/IEC 17025 technical requirements and RC 14001 responsible care management system
- Discuss HACCP principles and food safety controls, auditing HACCP systems, IFA requirements and audit considerations
- Carryout ISO 19011 guidelines for management-system auditing and risk-based thinking across management systems
- Establish internal audit programme, define audit scope, objectives and criteria and apply audit planning and document review
- Develop audit checklists and working documents and conduct the opening meeting
- Employ auditor interviewing and communication techniques, collecting and verifying objective evidence, process-based auditing and audit trails
- Evaluate conformity and identifying findings, write effective nonconformity statements and classify review of audit findings
- Apply root cause analysis, corrective action, audit reporting, closing meeting including follow-up, verification and continual improvement

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant of internal auditing in accordance with ISO 9001, ISO 14001, ISO 17025, ISO 45001, RC 14001, HACCP and IFA for HSE managers, HSE specialists and internal HSE auditors. Further, the course is beneficial for senior staff from various disciplines who are identified internally as potential internal auditors.



Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Internal Auditor*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course

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 **Haward Technology Middle East**
Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-22
HTME No. 74851
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0427	Certified Internal Auditor (ISO 9001, ISO 14001, ISO 17025, ISO 45001, RC 14001, HACCP & IFA)	November 10-14, 2022	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

     

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Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



Course Instructor (s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Daniel Naude is a **Senior HSE Consultant** with over **30 years** of practical experience within the **Oil & Gas** industry. His broad expertise widely covers in the areas of **ISO 9001, ISO 14001, ISO 17025, HAZOP & HAZID, HAZMAT & HAZCOM** Storage & Disposal, As Low as Reasonably Practicable (**ALARP**), Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Authorized Gas Testing, Confined Space Entry, First Aid & SCBA** Management, **Manual Handling, Permit-to-Work & Risk** Assessment, **Work-at-Heights, Firefighting, Crane & Lifting Safety, Rigging & Slinging** Operation, **Scaffolding** Inspection, **Defensive Driving, Hazardous Materials & Chemicals** Handling, **Pollution Control, Environmental & Pollution** Management, **Process Risk** Analysis, Effective Tool Box Talks, **Quantitative & Qualitative Risk** Assessment, **HSE Industrial Practices, Rigging Safety Rules, Machinery & Hydraulic Lifting Equipment, Incident & Accident Investigation, Emergency Response & Crisis** Management Operations, **Waste** Management, **Job Safety Analysis (JSA)**, Behavioral Based Safety (**BBS**), **Incident & Accident Investigation**, Hazard identification and Risk Assessments (**HIRA**), **HSE Risk** Assessment & Management Concepts, **HSE Management** Policy & Standards, **HSSE Emergency Response & Crisis** Management Operations, **Fall Protection, Lock-out/Tag-out (LOTO), Emergency Response, Construction** Supervision, **Scaffolding** Inspection, **Manual Material Handling, Road Traffic** Supervision, **ISO 9001** and **OHSAS 18001**. Further, he is also well-versed in **Shaft** Repairs & Inspection, **Shaft Bottom Pumps** Replacement, **Loading Box Liners, Conveyor Belts, Plant Operations, Water Shaft** Repairs, **Water** Tunnel Inspection & Repairs, **Borehole Pump** Replacement, **Water** Meter Readings, **Pit** Inspections, **Mine** Production, **Ore** Reserve Management, **Excavation** Blasting and **Blasting** Operations.

During his career life, Mr. Naude has gained his practical and field experience through his various significant positions and dedication as the **Production Supervisor, Acting Production Supervisor, Developer, General Miner, Developer, Stoper, Onsetter, Banksman, Shaft Timmerman, Shaft Foreman** and **Facilitator/Assessor/Moderator** from **TM Training Solutions, KEM JV Diamond Mine, Beatrix Mine, Premier Mine De Beers, President Steyn** and **Western Holdings**.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



Training Methodology

Our courses employ an interactive, learner-centred methodology that integrates theoretical knowledge with practical application. The training is delivered through a suitable combination of some or all of the following methods, selected according to the course content and learning objectives:

- Instructor-led presentations and facilitated discussions
- Practical workshops and participant presentations
- Hands-on exercises and real-world case studies
- Equipment demonstrations and technical drawings
- Hardware- and software-based simulations
- Gamification & Role Play in soft-skills courses only
- Virtual Reality (VR) and Augmented Reality (AR)
- Instructional videos and other relevant training resources

This blended approach encourages active participation, strengthens practical skills and supports the effective application of acquired knowledge in the workplace.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 01st of November 2026

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Internal Auditing & Management Systems <i>Purpose, Scope & Objectives of Internal Audits • Role of Internal Auditing in Management-System Effectiveness • First-Party, Second-Party & Third-Party Audits • Relationship Between Compliance, Conformity, Performance & Continual Improvement</i>
0930 – 0945	Break
0945 – 1030	Overview of ISO 9001 – Quality Management Systems <i>Quality Management Principles & Process Approach • Context, Leadership, Planning & Support Requirements • Operational Controls & Customer-Focused Processes • Performance Evaluation, Improvement & Documented Information</i>
1030 – 1130	Overview of ISO 14001 – Environmental Management Systems <i>Environmental Management Principles & EMS Framework • Environmental Aspects, Impacts & Significance Evaluation • Compliance Obligations & Operational Controls • Environmental Objectives, Performance Evaluation & Improvement</i>



1130 – 1215	Overview of ISO 45001 – Occupational Health & Safety Management Systems OH&S Management-System Framework & Key Principles • Hazard Identification & OH&S Risk Assessment • Worker Consultation, Participation & Operational Controls • Incident Management, Performance Evaluation & Continual Improvement
1215 – 1230	Break
1230 – 1330	Integrated Management System (IMS) Framework Common Structure Across ISO Management-System Standards • Integration of Quality, Environmental & OH&S Processes • Common Policies, Objectives, Risks, Controls & Documentation • Developing an Integrated Approach to Internal Auditing
1330 – 1420	Internal Audit Principles & Auditor Responsibilities Integrity, Confidentiality, Independence & Evidence-Based Auditing • Auditor Competence, Professional Judgment & Due Professional Care • Objectivity, Impartiality & Management of Conflicts of Interest • Auditor Responsibilities Before, During & After an Audit
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Monday, 02nd of November 2026

0730 – 0830	ISO/IEC 17025 Laboratory Management Requirements Impartiality, Confidentiality & Organizational Requirements • Personnel Competence, Facilities & Environmental Conditions • Equipment, Metrological Traceability & Externally Provided Services • Laboratory Management-System Documentation & Records
0830 – 0930	Auditing ISO/IEC 17025 Technical Requirements Review of Methods & Method Validation/Verification • Sampling, Handling & Identification of Test/Calibration Items • Measurement Uncertainty & Validity of Results • Technical Records, Reporting & Control of Laboratory Data
0930 – 0945	Break
0945 – 1030	RC 14001 Responsible Care Management System Responsible Care Principles & Management-System Framework • Environmental, Health, Safety & Security Considerations • Product Stewardship, Community Awareness & Operational Controls • Performance Measurement, Compliance & Continual Improvement
1030 – 1215	HACCP Principles & Food Safety Controls HACCP Terminology, Prerequisite Programs & Food Safety Hazards • Biological, Chemical, Physical & Allergen Hazard Identification • Seven HACCP Principles & Development of HACCP Plans • Verification, Validation, Monitoring & Documentation Requirements
1215 – 1230	Break
1230 – 1330	Auditing HACCP Systems Reviewing Process Flow Diagrams & Hazard Analyses • Auditing Critical Control Points (CCPs) & Critical Limits • Verification of Monitoring & Corrective-Action Records • Traceability, Sanitation, Hygiene & Food Safety Evidence



1330 – 1420	IFA Requirements & Audit Considerations <i>Understanding Applicable IFA Framework, Scope & Audit Criteria • Governance, Responsibilities & Documented Requirements • Operational Controls, Records & Evidence Requirements • Identifying Conformity Gaps & Improvement Opportunities</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3: Tuesday, 03rd of November 2026

0730 – 0830	ISO 19011 Guidelines for Management-System Auditing <i>Principles of Auditing & Risk-Based Approach • Managing an Internal Audit Programme • Conducting Management-System Audits • Auditor Competence, Evaluation & Continuing Development</i>
0830 – 0930	Risk-Based Thinking Across Management Systems <i>Identification of Organizational Risks & Opportunities • Quality, Environmental, OH&S, Laboratory & Food Safety Risks • Risk-Based Prioritization of Audit Activities • Evaluating Adequacy & Effectiveness of Risk Controls</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Establishing the Internal Audit Programme <i>Defining Audit Programme Objectives & Priorities • Determining Audit Frequency, Methods & Responsibilities • Considering Process Importance, Risks & Previous Audit Results • Monitoring, Reviewing & Improving the Audit Programme</i>
1100 – 1215	Defining Audit Scope, Objectives & Criteria <i>Establishing Clear Internal Audit Objectives • Determining Organizational & Physical Audit Boundaries • Selecting Applicable Standards, Procedures & Legal Requirements • Addressing Multiple Standards Within an Integrated Audit</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Audit Planning & Document Review <i>Preparing an Effective Audit Plan & Timetable • Reviewing Policies, Procedures, Manuals & Previous Findings • Identifying Processes, Interfaces & Responsible Personnel • Determining Sampling Requirements & Audit Trails</i>
1330 – 1420	Developing Audit Checklists & Working Documents <i>Converting Standard Requirements into Audit Questions • Developing Process-Based Versus Clause-Based Checklists • Preparing Integrated Audit Checklists Across Multiple Standards • Using Checklists Without Restricting Auditor Investigation</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Three</i>



Day 4: Wednesday, 04th of November 2026

0730 – 0830	Conducting the Opening Meeting Introducing the Audit Team & Confirming Responsibilities • Confirming Objectives, Scope, Criteria & Audit Schedule • Explaining Audit Methodology, Sampling & Communication • Addressing Auditee Questions & Confirming Logistical Arrangements
0830 – 0930	Auditor Interviewing & Communication Techniques Using Open, Closed, Probing & Clarifying Questions • Establishing Professional Communication with Auditees • Listening, Observing & Following Audit Trails • Managing Resistance, Disagreement & Difficult Audit Situations
0930 – 0945	Break
0945 – 1100	Collecting & Verifying Objective Evidence Reviewing Documents, Records, Observations & Interviews • Determining Sufficient, Reliable & Relevant Evidence • Applying Audit Sampling Appropriately • Cross-Checking Evidence from Multiple Information Sources
1100 – 1215	Process-Based Auditing & Audit Trails Following Inputs, Activities, Outputs & Process Interactions • Evaluating Process Controls & Performance Indicators • Tracing Records from Initiation Through Completion • Assessing Implementation Versus Documented Requirements
1215 – 1230	Break
1230 – 1330	Evaluating Conformity & Identifying Findings Comparing Objective Evidence Against Audit Criteria • Distinguishing Conformity from Nonconformity • Identifying Observations & Opportunities for Improvement • Avoiding Assumptions, Opinions & Unsupported Conclusions
1330 – 1420	Practical Integrated Internal Audit Exercise Conducting Simulated Audit Interviews & Document Reviews • Auditing Selected ISO 9001, ISO 14001 & ISO 45001 Requirements • Incorporating Laboratory, Responsible Care & Food Safety Criteria • Recording Evidence & Developing Preliminary Audit Findings
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 05th of November 2026

0730 – 0830	Writing Effective Nonconformity Statements Identifying the Applicable Audit Requirement • Describing Objective Evidence Clearly & Accurately • Linking Evidence to the Specific Nonconforming Requirement • Avoiding Vague, Subjective or Solution-Oriented Statements
0830 – 0930	Classification & Review of Audit Findings Evaluating the Significance of Identified Nonconformities • Applying the Organization's Defined Finding-Classification System • Reviewing Observations & Opportunities for Improvement • Reaching Audit-Team Consensus on Findings & Conclusions
0930 – 0945	Break
0945 – 1030	Root Cause Analysis & Corrective Action Correction Versus Corrective Action • Root Cause Analysis Using 5 Whys & Cause-and-Effect Techniques • Developing Effective Corrective-Action Plans • Preventing Recurrence Through Systemic Corrective Actions



0945 – 1100	Audit Reporting & Closing Meeting <i>Structuring a Clear & Concise Internal Audit Report • Presenting Evidence, Findings & Audit Conclusions • Conducting an Effective Closing Meeting • Handling Questions, Disagreements & Unresolved Issues Professionally</i>
1100 – 1230	Follow-Up, Verification & Continual Improvement <i>Reviewing Corrective-Action Responses • Verifying Implementation & Effectiveness of Corrective Actions • Closing Findings Based on Adequate Objective Evidence • Using Audit Trends to Drive Continual Improvement</i>
1230 – 1245	Break
1245 – 1300	Final Integrated Audit Workshop & Auditor Assessment <i>Planning a Multi-Standard Internal Audit from a Case Study • Conducting Audit Interviews & Evaluating Objective Evidence • Preparing Findings, Nonconformity Statements & Audit Reports • Final Assessment, Feedback & Review of Internal Auditor Competencies</i>
1300 – 1315	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1315 – 1415	COMPETENCY EXAM
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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