

From QMS Training

Want better 3rd party audit results?

This guide to internal auditing will help



Quality Program Managers:

- Are you frustrated with the complexity of 3rd party audit systems?
- Want clarity in how to improve your results?

Discover 5 effective internal auditing tips that can improve your Third-party audit results. Learn how in our easy to use **guide**

To Learn

Internal audit tips Landing page

From QMS Training



5 effective internal auditing tips that can improve your third-party audit results

Keeping up or starting quality management (QMS) programs, can be a real burden for many organizations. This difficulty can cause audit results to be less than expected.

However, a strong internal auditing program can help an organization more easily manage QMS programs and audits. Having an effective internal auditing program can pay off in:

- An organization getting better auditing scores, keeping the confidence of their customers.
- Assists the organization to comply to the standard, saving time in audit preparation.
- And can help an organization generate positive return on investment for their QMS programs.

Meat and Poultry Outlet

“Great training for our internal auditing team and with your expert help and guidance, helped our company to get GFSI Certification opening the door International sales, thank you for all your help.”

Register below to get your no cost guide, plus how to emails and e-zines.

Send me the guide today

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Welcome email

Subject: Your practical guide to better 3rd party audit results

Thank you for looking into:

“Five internal auditing tips for a successful 3rd party audit”

The five tips will help you to have a more effective internal auditing program.

To download your guide click on the [link](#)

The guide explains steps you can do to improve your internal auditing program. Written step-by-step, it gives tools that you can use today to improve.

In a systematic way shows you how to evaluate what is done vs. your 3rd party audit standard. To see how your system is operating. Also if your organization is trying to get certified, this can be one of the best first steps that you can do after your initial planning is done.

In fact on page 4-5 it explains how to make sure you are covering all the items in your quality management system, you're under-so nothing gets missed.

This guide will explain critical concepts that will improve your business for years to come.

- Audit planning- to handle comprehensive programs
- Auditor skills-how to develop and improve
- Benefits of a strong quality management system-ROI, customer confidence

Here's what you can expect from us...

Support emails that will help you use this guide even more effectively. So make sure that you whitelist and prioritize all emails from QMS systems. Also keep in mind this guide is an introduction to a more comprehensive internal audit training that we offer. This training has been used by over 100 companies of all industry types.

To find out more about this click on this [link](#)

P.S. In a few days I will send an email explaining audit planning and how critical it is the success of your internal auditing program.

Again welcome

Tim Smith

Tim Smith

Training Director

QMS systems

(Email number 2 content email referring to audit planning)

Subject: A sound plan for reliable 3rd party audit success.

Conduct quality system audit planning

Effective planning is key to 3rd party audit success. Auditing also helps you to get the most value from your quality systems.

Quality Standards are Complicated

In fact with the BRC food standard has over 200 individual items. The ISO standard has added clauses. These clauses can be from a hundred up to over two hundred, depending on the industry. The key is how do you manage your efforts to effectively cover the items?

Internal auditing makes them manageable

An internal auditing plan helps; you manage your quality program. Inspecting what you are doing, to the standard requirements.

Internal auditing and effective auditors are indispensable, because it exposes the gaps in your systems. Also the processes your doing that do meet the standard. For gaps you find, standard problem solving tools can put them in line with your QMS standards.

Plan accordingly to risk

Another concept that is particularly helpful is to plan your internal audits to process risk. Audit more frequently higher risk and less frequently lower risk processes. Determine the areas that have the highest risk if they break down.

For example: could cause perhaps injury, severe quality problems with customers or end users.

For food manufacturers that would be obviously systems that deal with the safety of food.

In general the areas with the highest safety- quality risk are generally processes that involve product safety-quality, your suppliers and other vendors. The principle is higher risk processes should be audited internally more often, quarterly or monthly. To check more frequently the requirements are being met.

This is especially important when you are relying on paper work that is renewed for suppliers, such as letters of guarantee. Or critical internal paperwork that would be evaluated, for the purpose of tracking product withdrawals. Lower risk items can be audited less frequently, once or twice a year.

Create an auditing checklist for your quality system standards

So far we have planned how we can apply internal auditing tasks to:

- Find gaps with the processes/policies to the quality standards.
- Have an auditing plan to risk, auditing more frequently the higher risk departments.

Now the third step is to compile a checklist to the standards. Take each individual item of the standard and put a checklist that an internal auditor will check. This would consist of a checklist of all the standards by clause. Using an excel spreadsheet, have the clause number then requirements listed. On right side have blank slot that auditor can write observations on. This can often be provided by your QMS provider.

Example checklist:

CLAUSE	REQUIREMENTS	COMPLIANCE
1.1.1	The site shall have a documented policy which states the site's intention to meet its obligation to produce safe and legal products to the specified quality and its responsibility to its customers. This shall be: • signed by the person with overall responsibility for the site • communicated to all staff.	

Develop an audit calendar by risk

Have a yearly plan that shows the general parts of the standard next to a monthly calendar that can show audit frequency. So at a glance you can determine activities that need to be done. So in a year four times a year (or more) the higher risk items will be scheduled to audit. Medium and low risk two to one times yearly.

High Risk - Every 3 months
Medium Risk - Two times a year Audit
Low Risk - Once a year Audit

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3.1 Quality Management System		
3.2 Document Control		
3.5 Supplier Approval and Monitoring		
3.6 Specifications		

Along with the checklist internal auditors would have documents from the area that they're auditing to aid in their observations.

How training can help

If this all seems overwhelming QMS Systems has an answer. We have training programs for internal auditing that gives you step by step systems. To help you more simply do this process. The training can be done over the internet on demand, or at your work site. To find out more click [here](#)

Sincerely,

Tim Smith

Tim Smith

Training Director
QMS systems

Email number 3 personal story training

Subject: How training can pay off with superior audit results

How I got involved in quality systems training

My Story begins when I was working at Motorola. I started in production then worked in quality control. They had a contract that required us to be ISO certified. While ISO quality programs were completely new to me at the time, my QA experience helped me understand them.

ISO certified program training

The program that we needed to be ISO certified to was called TL9000. Which was tele-communication specific program in ISO standard.

So my boss asked me to take part in the training and I ended up staying through the entire training of two weeks. This included internal audit training and what was called desk audit planning.

So with this formalized training I had a lot of insight and understanding that could apply to the work that I was doing. In fact the training was so complete, that people that we're going to be consultants took this training. The training was conducted by experts with experience auditing standards and QMS programs.

Great company and personnel value

This training help me to be of great value to every company I've worked for since. The result was, Motorola was certified and won the contract. So the training was worth every penny spent.

Document control training and experience

After taking the training my boss gave me the first task to help us get certified. I was to write documentation of how we did our job, in our manufacturing department. And this was an eye-opener because I never really wrote documentation before.

I found when I observe what people were doing and wrote out the step by step, I could pretty much have effective documentation. So lot of this was observing what people were doing. Which is a form of internal auditing that again assisted in the certification efforts. Of course the proper way is to plan and document a process before you start performing it.

GFSI internal audit training

Moving forward a couple years I found myself leading the establishment of a quality management program for a Food Service Company. Internal audit training provided the tools to running a sound program. When applied internal auditing, gave us effective insight of our gaps to the standard. So that could correct them and comply with the requirements. Which is the key to doing well on 3rd party audits.

QMS training director

This background helped me develop training programs for QMS that are step by step, clearly written and easy to use. The programs help people who are new to quality management concepts. Seasoned professionals can benefit from review training. This training can be done online with less time commitment or in a classroom setting. This saves you time and staff hours.

Training that gives your business a high return on its investment.

“The training helped our quality team comprehend ISO standards and internal auditing principles.” Alex Martinez, President, Hillside Foods

Lessons Learned

This story shows how important it is to get expert training. How this training investment can help personnel be productive for many years. So I hope my story helps you understand that it's very wise to get help from experts.

Our programs are reviewed by experts. That have broad experience in the field of quality management. With design experts that create training programs that are easy to use, time efficient and build skills sets.

I encourage you to take the next step and find out how we can help you either by looking at our online courses. Or by having one of our friendly customer counselors give you options for an effective training program. Click the link [here](#) to take the next step.

Tim Smith

Tim Smith

Training Director
QMS systems

Email number 4 customer success story

Subject: Customer success... a higher audit score by gap analysis

Meet the customer

Dave Hendrix the quality manager for Bristol Foods had a problem with his 3rd party Global Food Safety Initiative (GFSI) audits. He had not been getting the results that he wanted. He wanted to not only get a good audit score. But have the quality programs bring business results for Bristol.

Deficiencies found in items missed

It seemed that the auditor kept finding deficiencies in smaller requirements that were missed, during the audit.

So the challenge they had was to identify gaps in meeting the requirements. To do that they needed to develop an internal auditing team that could find those gaps.

The guide helped

He looked over our guide “Five internal auditing tips for a successful 3rd party audit” and found a lot of good ideas. For example, having an audit plan was very helpful for him. Developing a checklist helped organize his teams’ activities.

He also felt that the company needed more comprehensive training.

An investment in training

They decided to invest in QMS on demand internal auditing training program for \$ 299. This program is presented by an expert Tom Martin who has extensive experience performing internal and 3rd party audits.

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The step by step program shows how to train your team. Develop an audit plan to ensure nothing goes missed. In addition the training shows how to identify gaps and items that are missing.

After taking this program the results were clear. They were able to receive a much better audit score.

Dave said “I wasn't sure how this program might help us, but I thought that it looked to be worthwhile and well organized. So I went ahead and got the program”.

Hillside Foods *“President Alex Martinez said the training helped us do well on our audits. This increasingly is given our customers confidence in working with us. In addition we received stronger return on investment (ROI) for our efforts...”*

So take advantage of the help that this program can give you to do better in this very important area of internal audits. By clicking on the [link](#), you can get started with our on demand internal auditing training.

Save time with checklists and support materials provided.

This training will help your company save numerous hours, because you will have all the material to get started.

In addition you will get audit checklist and other materials to get started fast. So take advantage today by clicking on this [link](#).

Many Thanks,

Tim Smith

Training Director
QMS systems

Email 5

Subject: How internal auditing training leads to a high ROI

Get your internal auditing program to work for you and benefit your company

Effective internal auditing finds gaps to your QMS standards also:

- Improves process and quality
- Less effort is required, as more of what you do, is in line with your quality program
- Leads to improved audit results

Even more positive results are.

An effective quality system can generate positive return on investment (ROI)

*from Cost of Quality (CoQ) suggested by Armand V. Feigenbaum.

a recent study undertaken through the American Society for Quality (ASQ) “showed that for every \$1 spent on your QMS, you could expect to see an additional \$6 in revenue, a \$16 reduction in costs, and a \$3 increase in profits. On average, they saw that quality management reduced costs by 4.8%.”

Another study undertaken by the Harvard Business School showed that companies that adopted ISO 9001 had the following benefits:

- Higher rates of survival
- Increased Sales
- Growth in employment
- Increased wages
- Less waste
- Improved worker productivity

On demand internal auditor training can help give you the edge in training your team. The training will give you:

- Easy to use tools to help you organize better
- Tips that can help you to see quickly what you need to do to improve
- A ratings checklist that quickly determines what you should work on, for the best results
- How to plan your work using effective project management

This is a proven program that has helped over a hundred companies.

Meat and Poultry Outlet

"Great audit training for our internal auditing team. With your expert help and guidance helped our company to get GFSI Certification. Opening the door to International sales, thank you for all your help."

Sincerely

Martin Jones chief executive officer Meat and Poultry Outlet

So make the investment today, improve your third party audit results. Get the ROI benefits of a stronger quality system. Our demand internal auditing program for \$299 will get you training, checklists and tools, to quickly improve your program.

So get started today by clicking on this [link](#) to start our program. This will get you access to the program that is helped over a hundred companies and we would like to make yours one of them.

Sincerely,

Tim Smith

Tim Smith

Training Director
QMS systems

P.S As a special support bonus with this program we are offering a series of video training along with the program that can help you to get a strong start. This program also offers a free 15-minute evaluation, to ask questions with our experts.

Start today by clicking on the [link](#) to get our on demand program with the support bonuses.