



Overview

Internal auditing is an important and pragmatic process that can be of significant value to all companies regardless of their business type. This course will serve as a roadmap to understanding and efficient operation for an internal audit profession.

Objectives:

The main objectives of this course are to enable the participants to be certified internal auditors against the ISO 9001 QMS and all other management systems. They will be able to conduct the internal audit process using a professional approach in all its phases, planning, execution, reporting, monitoring, and follow-up until the audit process is completed.

Participants will get the required skills to conduct the opening meeting, interview the auditee, write the audit report, and conduct the closing meeting and follow-up activities. All these sessions will be conducted practically through workshops and group activities.

Course Outlines

Module 1: Audit Fundamentals

- Quality Overview
- Introduction to Auditing
- Essential Auditor Skills

Module 2: Audit Preparation

- Audit Plan and Audit Checklist
- Developing the Audit Plan
- Developing the Audit Checklist

Module 3: Audit Execution

- Opening Meeting
- Audit Execution
- Auditee Interview

Module 4: Audit Reporting

- Audit Reporting
- Audit Closeout
- Audit Follow up



Certification Process

For a participant to be a “certified internal auditor”, he/she has to pass the online certification exam. This exam is open book type and contains 40 multiple-choice questions. The exam duration is 100 minutes. Pass score is 65%.

All participants get a completion e-certificate issued by JAQM and internationally accredited by the International Accreditation Organization (IAO) located in the USA. In addition, participants who pass the certification exam will get the “Certified Internal Auditor” e-certificate issued from JAQM and accredited by the International Accreditation Organization (IAO).

Participants who fail the certification exam can sit for the next exam for fees of JD80 as administrative work.

Before the Exam

- Choose a quiet room at your home or office to take the exam.
- Do not go to public places, such as coffee shops, restaurants, or libraries.
- Manage your place to avoid loud noises, such as television, radio, family, music, or visitors.
- Access the online exam system 15 minutes before the scheduled time using a PC or laptop, not a mobile.
- Make sure that your computer is plugged into a power source for the duration of the exam.
- Make sure that you have stable and continuous Internet connectivity for the exam duration.

During the Exam

- You should use a PC or laptop with a webcam and microphone.
- You should switch your camera and microphone ON, and you must place yourself within the webcam view, if you move out of the webcam view, then your exam session will be canceled.
- Get ready to remain in the webcam view for the duration of the exam.
- You must share your screen (Desktop) to be viewed by the exam observer.
- Access to the internet is denied.
- Exam activities will be recorded at the JAQM side for evaluation purposes. JAQM will evaluate the exam process and examinee behavior.
- No one else can be in the room where you sit for the exam.



Course Duration

“Certified Internal Auditor” training course will be held for 12 training hours over 3 days for the public. This course can be customized based on special needs as in-house training for certain organizations.

Targeted Groups

Certified Internal Auditor training course is suitable for public and private, production or service organizations, engineers, all management systems' people, management representatives, process owners, quality personnel, team leaders, and members who will be involved in an internal audit process, and all who looks forward to a career advance.

Course Fees

Standard fees are JD300. Exam fees will be JD100. As JAQM supports individuals who would like to improve their skills and knowledge, JAQM will offer a discount of 10%. Accordingly, the course fees will only be JD270. Furthermore, JAQM supports individuals with a free certification exam. Discount is not applicable for an organization's delegates. Fees are to include:

- Completion e-certificate issued by JAQM and internationally accredited by the International Accreditation Organization (IAO) located in the USA will be sent to all participants using their emails.
- “Certified Internal Auditor” e-certificate issued by JAQM and internationally accredited by the International Accreditation Organization (IAO) will be granted and sent to all who pass the certification exam using their emails.
- Training material in hard copy and pdf format.
- Handouts.
- Coffee breaks.

Date, Time, Venue

- Date: 3 – 6/7/2022
- Time: 6:30 – 9:30 PM
- Location: Amman
- Certification exam will be online as well, and its date and time will be specified upon the participants' preference.



Payment Methods

To make it easy to settle the course fees, JAQM offers different alternatives for the payment of the fees as follows:

- Transfer to JAQM's bank
- Cash deposit in JAQM's bank
- Western Union transfer
- ZainCash Wallet
- Orange Money Wallet

Please choose in the registration form the method that is best for you so that we can send you the details based on your choice.

Presentation Approach

- English for data show
- English for material and handouts
- English/Arabic for delivery and discussion
- Workshops and group activities
- Different questions during the training sessions so you can get familiar with the real certification exam.

Registration Process

To enroll in this course, please click the following link and fill out all the fields in the registration form:

<https://forms.gle/2546YxpLBcGaHOSP8>

Once you submitted the application form, you will receive a notice that your application is received and recorded. Registration is confirmed only after fees are settled as per your payment method.

For further information or details, please email JAQM at training@jaqm.net, or call +962 6 516 0157, Mobile and WhatsApp: +962 7 7744 1808

JAQM has the right to delay, cancel, or update the course date without any legal or illegal responsibility due to the date change.