



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INVESTMENT, INDUSTRY AND TRADE
TANZANIA BUREAU OF STANDARDS (TBS)



ISO 9001:2015 Certified

Member of the International Standardization (ISO), Codex Alimentarius Commission (WHO/FAO), Agent for ISO and other National Standards Bodies

TRAINING COURSE ANNOUNCEMENT

COURSE TITLE: INTERNAL AUDIT BASED ON QUALITY MANAGEMENT SYSTEM - ISO 9001

Duration: Five working days (17th to 21st April, 2023)

Target participants: Interested individuals with knowledge in quality management system working in organizations or industries

Course outline:

- i) Concept of internal audit:
 - a) Recap of ISO 9001 – Internal audit requirements
 - b) Audit type;
 - c) Importance of internal audit;
- ii) Audit principles as per ISO 19011; and
- iii) Audit process:
 - a) Preparation of internal audit;
 - b) Execution of internal audit;
 - c) Reporting of internal audit findings; and
 - d) Follow-up on corrective action.

Course presentation and methodology:

The course will be presented in Swahili or English languages. The course will be delivered in interactive tutor-led and trainee-led discussions, experience from trainees and group participation.

Benefits of the course

After successful completion of this course, participants will be able to:

- i) interpret requirements of the standards;
- ii) initiate and prepare audit activities;
- iii) execute internal audits;
- iv) document and report audit findings; and
- v) conduct follow-up audits.

TBS HEADQUARTERS

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All Correspondence should be addressed to the **DIRECTOR GENERAL**

Course requirements:

- i) Each participant shall have a laptop; and
- ii) Participants shall have prior knowledge on ISO 9001 standard requirements.

Course assessment and awards:

A participant who attends the course, participates in group work, exercises and test and scores 60% and above of the final course evaluation shall be awarded a certificate of successful completion. Otherwise, a participant who scores less than 60% of the final course evaluation shall be awarded a certificate of attendance. In addition, participants will be provided with training materials for further reference. Full attendance of participants is required during the course.

Course fee:

The course fee is **TZS 500,000/- per person for Tanzanians and USD 500 per person for foreigners, non-refundable**. The fee shall cover tuition fee, stationeries, training materials, food and refreshments. Each applicant shall be responsible for his/her own travelling and accommodation expenses.

Mode of application:

Interested applicants are advised to apply for the course through email researchandtraining@tbs.go.tz as early as possible since the maximum number of participants required is twenty-five (25) and provide the following information:

- i) Full name of applicant;
- ii) Region and district of applicant;
- iii) Contact (physical address/P. O. Box) of applicant;
- iv) TIN number;
- v) Phone number and email address of applicant; and
- vi) Organization name, contact (physical address/P. O. Box), region and district (if any).

For enquiries contact us through cell phone No. +255 733 700447.

Mode of payment

The course fee shall be paid in full and once fourteen (14) days prior to the date of training. Government bill will be issued to applicant.

Postponement and cancellation of training

If a participant fails to attend the training for any reason, the paid course fee will not be refunded. In case the Bureau postpones the training, the applicant will be informed **ten (10) days** before commencement of the training course together with re-scheduled date.

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Training venue

The training will be conducted at Test House 5th Floor Wing A at TBS Headquarters, Ubungo Area, Morogoro Road/Sam Nujoma Road, Dar es Salaam.

Issued by;



Gladness H. Kaseka
Public Relations and Marketing Manager



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