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Titolo	The internal auditing pocket guide : preparing, performing, reporting, and follow-up / / J.P. Russell
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Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (page 205) and index.
Nota di contenuto	Welcome to auditing -- Getting the assignment -- Audit process inputs (purpose and scope) -- Preparing for the audit -- Identifying requirements and planning -- Desk audit and audit strategies -- Beginning the audit -- Data collection -- Techniques to improve effectiveness and address vague requirements -- Analyzing the results -- Reporting -- Audit follow-up, corrective action, and closure -- Appendix A : Example audit plan -- Appendix B : Example work order -- Appendix C : Example meeting agenda and record -- Appendix D : Example interview schedule -- Appendix E : Example checklist page -- Appendix F : Audit time considerations -- Appendix G : Example notification letter -- Appendix H : Popular performance standards -- Appendix I : Example audit nonconformities -- Appendix J : Auditor code of conduct -- Appendix K : Example corrective/preventive action request -- Appendix L : Corrective action checklist -- Appendix M : 20 basic audit principles -- Glossary -- References.
Sommario/riassunto	This best-seller pocket guide prepares auditors to conduct internal audits against quality, environmental, safety, and other audit criteria. This handy pocket guide covers all the steps necessary to complete an internal audit, from assignment to follow-up. New and updated chapters reflect new techniques to address vague requirements, more illustrations and examples, ISO 19011 thinking, and verification of auditee follow-up actions. This condensed, easy-to-read book is a

valuable resource and great tool for training others on how to perform an internal audit. It is appropriate for those who hav
