Facility Management(FM)

Management System ISO 41001:2018

**Internal Auditor** 

### **OBJECTIVE**

- To understand the application of Facility Management(FM) management systems standards.
- To understand the importance of internal auditing and the responsibilities of internal auditors
- To plan and organize an internal audit

### WHO SHOULD ATTEND?

- ✓ Facility Management professionals, auditors, assessors, consultants, and FM Liner Managers, policy developers and managers.
- ✓ Delegates who responsible for Asset Management
- ✓ Facility Management officers and managers

### **GENERAL INFORMATION**

Venue: ACI Training Venue

**Duration:** 2 day

**Methodology:** 

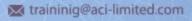
Presentation, workshop and case study

#### **Certificate:**

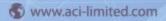
Certificate of Successful Completion will be awarded to delegates who have attended full course

# **COURSE CONTENT**

- 1) ISO 41001:2018 Documentation review
- 2) Understand ISO 41001:2018 Facility
  Management(FM) Management System
  audit model
- 3) Comparison between internal and external audit
- 4) FMMS internal auditing (including audit planning, auditing methodology, auditing skills (preparation and monitoring)
- 5) Internal audit results evaluation and reporting







課程編號:TNFm4

# 設施管理—管理體系

ISO 41001:2018



### 培訓目的

- ▶ 瞭解設施管理—管理體系標準的應用
- 瞭解內部審核的重要性和責任
- 計劃和組織內部審核

## 培訓詳情

地點: ACI訓練中心

時間: 二天

上課模式:

講解、工作坊及個案分析

證書:

完成課程之學員將獲頒發課程完成證 書乙張

## 培訓對象

- ✓ 設施管理專業人員,審計師,評估師,顧問及FM經理,政策制定者和經理。
- ✓ 負責企業社會責任(CSR)的代表。
- ✔ 環境工作人員與經理

### 培訓內容

- 1) ISO 41001:2018文檔記錄概述
- 2) 了解ISO 41001:2018 設施管理(FM) 管理體系審核模型
- 3) 內部審核與外部審核的比較
- 4) 設施管理(FM)管理體系內部審核 (包括審核計劃,審核方法,審核 技巧,準備和監督)
- 5) 內部審核結果評估和報告

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