Fundamental Auditing Skills

Course Description:

The "Fundamental Auditing Skills" course introduces the principles and practices of effective internal audits, using ISO 19011 "Guidelines for Quality and/or Environmental Management Systems Auditing" as a guide to best practices. Students will be introduced to basic auditing skills, learn auditor roles and responsibilities, and be introduced to the basic concepts of continual improvement.

Learning Objectives:

- Apply ISO 19011 definitions, concepts and guidelines.
- Understand the Process Approach.
- Understand auditor responsibilities.
- Learn on-site audit activities (gathering evidence, interviewing skills, etc.).
- Communicate effectively during the audit.
- Generate audit findings.
- Prepare audit conclusions and conduct closing meetings.
- Report audit results and conduct an audit follow-up.
- Apply different approaches to managing the audit program.
- Understand how to conduct audits that identify opportunities for improvement.
- Learn the basic concepts of continual improvement.

Who Should Attend:

Anyone responsible for completing internal or second-party (supplier) audits.

Prerequisites:

None required

Duration:

1 Day

Location:

Public or On-Site