

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

Cancellation Policy

An administration fee will be charged for cancellations less than 14 days prior to the course date. Substitutions will be permitted at any time. Course transfers may be made without penalty. The BRC reserves the right to cancel any seminar and will, in such event, fully refund all registration fees. No liability is assumed by the organizers for changes in seminar dates, content, speakers or venue.