

Fundamental Auditing Skills

Course Description

The “Fundamental Auditing Skills” course introduces the principles and practices of effective internal audits, using ISO 19011:2018 “Guidelines for Auditing Management Systems” 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.

Who Should Take It

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

Learning Objectives

- Apply ISO 19011:2018 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.

Prerequisites

None. This is an introductory course.

Location

Public Venue or On-Site

Duration

1 Day