

Second Party Auditing Skills

(Auditing your Suppliers, Vendors and Contractors)

Course Description

This course will develop participants' understanding of auditing skills required to conduct audits from a second party perspective (i.e. auditing your suppliers, vendors and/or contractors).

Participants will gain an understanding of the ISO 9001:2008 standard as a model for the required elements involved in a quality management system, and learn the skills and techniques required to plan and conduct effective supplier audits as detailed in the ISO 19011:2011 guide to auditing.

Course material is delivered through a combination of lecture, exercises and role-playing activities.

Learning Objectives

- Understand the elements of an effective quality management system.
- Understand the Process Approach to auditing.
- Apply ISO 19011:2011 definitions, concepts and guidelines.
- Understand auditor responsibilities.
- Initiate the audit and conduct opening meetings.
- Create appropriate checklists for second party audits.
- Conduct on-site audit activities (gathering evidence, interviewing skills, etc.).
- Communicate effectively during the audit.
- Generate audit findings.
- Prepare audit conclusions and conduct closing meetings.
- Use techniques to identify and audit the real issues of concern to the business.

Who Should Attend

Those who will manage, conduct or participate in second party audits of suppliers, vendors and/or contractors.

Prerequisites

This is an introductory course for new auditors or those wanting refresher training. No previous background or training is required.

Location

On-Site

Duration

2 Days

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.