



Course Code 20-11AB17-10

## Audit Technique (AT)

### Course Overview

Effective audits rely on a number of principles which should be upheld whether the audits are internal, external (such as supplier audit) or certification audits carried out by a third party certification body. Audits should establish the facts and not apportion blame when things are wrong.

### Who should attend?

This programme is appropriate for QHSE managers and supervisors, internal auditors and QHSE auditors.

### Topics covered

- Terms and definitions
- Audit types
- Audit programme
- Objective of audit programme
- Internal audit programme
- External audit programme
- Certification audit programme
- Audit activities
- Clarifying audit objectives, scope and criteria
- Establishing the feasibility of the audit
- Establishing the audit team
- Initial document review
- Stage 1 audit
- Stage 2 audit
- Planning the on-site audit activities
- Process auditing
- Preparation of checklists
- Opening meeting
- Information gathering techniques
- Controlling the audit
- Auditing top management
- Verifying information during the audit
- Communication with the audit client and auditee during the audit
- Non-conformities and categorisation
- Preparation for the closing meeting (evaluation stage)
- The closing meeting
- Reporting the audit findings
- Report approval and distribution
- Retention of documents and records
- Audit follow-up
- Audit records
- The lead auditor role and responsibility
- The auditor role and responsibility

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

