



# Introduction to Auditing

## A basic introduction to auditing skills

**A one day interactive course that provides delegates with a basic understanding of the audit process and auditing skills.**

Internal audits are a requirement of many quality systems and a number of certification standards such as the BRC Global Food Standard. This intensive one day workshop provides an overview of the auditing protocol. It introduces the theory of internal auditing and provides practical experience in obtaining objective evidence from an audit trail. The workshop covers everything needed to set up an audit programme, planning, preparation of checklists and overcoming problems. It also covers audit skills and interview techniques.

Group activities are used to cover all the practical elements of the audit process from preparing a checklist, dealing effectively with auditees, reviewing documentation, reporting findings to verifying the satisfactory completion of corrective actions.

This course is aimed primarily at delegates with little or no internal auditing experience, however, it will also assist those who deal with the management of the audit process or those on the receiving end of an audit. No previous experience of auditing is necessary.

### **At the end of the course, delegates will:**

- Have a good understanding of the internal audit process
- Understand the skills required of an auditor
- Be able to obtain objective evidence
- Be able to plan and execute an audit

### **Course Content:**

- Auditing prerequisites
- Planning an audit
- Developing and using a checklist
- Auditing to a standard
- Audit skills and interview technique
- Sampling and document review
- Time management
- Post audit activity including reporting and closing of non-conformances

All our training courses are designed to feature the most effective methods of training and are participatory and interactive. All courses can be tailored to specifically meet the requirements of those attending, making the training event more relevant and effective for those involved. Our trainers have a wealth of practical experience in their respective fields.

**For further information please contact Nikki Cooke**