

The Practical Approach to auditing

AOQ-QLD offers a bonus free 6 month membership to non-members

Become a Skilled Auditor (Internal/ External) and Audit Team Leader

This practical, highly effective 2.5-day course is designed to give participants the practical skills to successfully lead and conduct internal or external compliance audits.



AOQ is committed to delivering quality training to industry leaders

Need more information

Tel: 07 3816 2255

Visit www.aog.org.au/AuditorTrain.htm

Join the Management Systems Auditor Register

www.pbinsitute.net/AuditorRegister.htm

Who should come?

The course is designed to cater for people who are currently involved in the wide spectrum of auditing along with those coming newly to the field.

- Those who are required to conduct internal audits of their organisation.
- Those who are required to conduct audits of their suppliers.
- Those who undertake audits, requiring formal recognition of the knowledge and experience.
- Those with expertise in environmental, quality, or safety management looking to gain knowledge, experience and formal recognition in auditing.
- Managers who receive internal audit reports.
- 'management representatives' for Quality, Environmental or Safety management systems

what is this course about?

This two-day interactive learning workshop demystifies the process of auditing.

The topics will include an understanding of the International Auditing Standard ISO 19011 and cover all of the practical techniques and steps necessary to conduct a successful audit of a management system

This course is an essential step in becoming registered as a professional management systems auditor.

prerequisites?

No pre-requisites.

what is covered?

You will have gained the following knowledge and skills :

- Understand requirements of the Auditing Standard ISO 19011
- Apply the 5 important principles of auditing
- Ensure that audits add value to the organisation
- Know the role and responsibilities of an auditor and audit team leader
- Know why it's important to plan the audit
- Know how to set appropriate audit objectives, scopes and criteria
- Know what should happen at an opening meeting
- Gathering effective audit evidence
- Understand the best way to communicate with the auditee
- Understand why a closing meeting is vital
- Know how to write up the audit report

How much & where?

price: Refer www.aog.org.au/training.htm for your locality (incl Quality Management Society 6 month membership)

when Refer www.aog.org.au/training.htm for your locality

where CBD in Relevant Capital City

times 8:30am registration, 9:00am to 5:00pm