

## 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-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](http://www.aog.org.au/AuditorTrain.htm)

**Join the Management Systems Auditor Register**

[www.pbinsitute.net/AuditorRegister.htm](http://www.pbinsitute.net/AuditorRegister.htm)

### 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?

It is advisable that participants have completed the 1-day course in either Introducing Quality Management, or Environmental Management Systems or equivalent.

[www.aog.org.au/QMSTrain.htm](http://www.aog.org.au/QMSTrain.htm)

### 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

### 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

### How much & where?

**Price: \$985 plus GST AOQ-QLD® members 2 day course**

\$1085 public plus GST 2 day course  
(incl AOQ-QLD® 6 month membership)

**when** Refer [www.aog.org.au/AuditorTrain.htm](http://www.aog.org.au/AuditorTrain.htm)

**where** Training Choice, Mezzanine Level, 55 Creek Street, BRISBANE

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

# Register now options

Registration and payment is due in advance of attendance at training

## 1. Online Registration or

Register online and save time. Visit [www.aog.org.au/AuditorTrain.htm](http://www.aog.org.au/AuditorTrain.htm)

### Registration Conditions

Cancellations are accepted with full refund up to two weeks before the course. For cancellations after this, AOQ-QLD reserves the right to expect full payment of the course fee. Substitutions are welcome at any time. Payment is required prior to entry into the course

## 2. Fax or Mail Registration

Complete the form below and fax to 07 3816 2288 or mail to PO Box 15205, City East QLD 4002

Please register me for Skilled Auditor (Internal/external) Team Leader

Current AOQ Member \$985 plus GST price 1.5 days

Public price \$1095 plus GST (includes membership in AOQ-QLD® for 6 months) 1.5 days

### Attendee details

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Salutation: Mr/Mrs/Ms/Dr \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Facsimile: \_\_\_\_\_

## Payment information

Payment is due in advance of the training attendance. Please note 3% for Amex or 2.5% for Credit Card payments applies.

Card type:  AMEX  MasterCard  VISA  Cheque (Please make payable to AOQ-QLD)  Please invoice me

Card number: 

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expiry date: \_\_/\_\_/\_\_ name on card \_\_\_\_\_ signature: \_\_\_\_\_

## In House Training Request

Please call me about in-house training opportunities.

Join the:

**Management Systems Auditor Register**  
Call 07 3816 2255  
For details