

How to do an audit

ISO 19011

Duration : 0,5 - 1 days

1. Definition of an audit

- 1.1. ISO 9001 / ISO 22163 standards requirements
- 1.2. Purpose
- 1.3. Positioning in the PDCA
- 1.4. Audit types
- 1.5. Audit principles

2. Discussion - Exercise : Sharing experiences / Pitfalls to avoid

3. Managing an audit programme

- 3.1. Fundamentals
- 3.2. Components
- 3.3. Responsibility
- 3.4. Scope
- 3.5. Risks
- 3.6. Practical implementation
- 3.7. Methods
- 3.8. Audit team
- 3.9. Result management (reports and analyses)
- 3.10. PDCA of the programme

4. Performing the audit - 'how'

- 4.1. initiation and preparation
- 4.2. On-site audit
- 4.3. Opening meeting
 - 4.3.1. Document review during the audit
 - 4.3.2. Communication during the audit
 - 4.3.3. Collecting and checking information
 - 4.3.4. Producing audit findings
 - 4.3.5. Preparing audit conclusions
 - 4.3.6. Closing meeting

5. Auditor competence and assessment

6. Structuring the audit - Audit method

7. Audit report