Online Training Program in Auditing and NC Writing
Date: 1st Feb 2022, Time: 9:30 AM to 5:30 PM

Course Features

The training provides a clear understanding of the Principles of Auditing, Risk Based Audit Planning, Phases of an Audit in accordance with ISO 19011:2018 and guidelines on effective NC writing. This Certificate course covers Exercises including Group discussions on case studies, identification of non-conformities and clear writing of the same for easy understanding and proper resolution by the auditee. The course is generic and covers most of the management system certification standards and is applicable to organizations who are yet to be certified.

Course Objectives

♣ Course Objective is to make the concerned person / Internal Auditors proficient in understanding the types of evidences available, objectivity and impartiality of audits, understanding the criteria, sampling methods, questioning techniques, preparing check-lists and identifying non-conformances during an audit which will help them to:

• Improve their auditing skills

• Improve quality of writing NC's

• Improve consistency in the auditing process

• Establish a proactive culture of system improvement

♣ The objective is also to impart knowledge to persons across various levels in the organisation who are interested in carrying out audits on any business or technical functions/ processes that may need evaluation or assessment.

Who should attend?

All qualified Internal Auditors for any ISO Management System or any personnel in the organisation desiring to refresh their Auditing and NC writing skills. The course is suitable for executives and staff from Operations, Quality, Supply Chain, Maintenance, Planning, Marketing, Sales, HR etc., working in industry of any type who are involved in the activity of audits/ assessments/ performance evaluation for improving decision-making in their organisations.

Duration : 8 Hours including break of 1 hour

Course Contents

♣ **Auditing**

• Audit Definition

• Principles as per ISO 19011:2018

• Audit Objectives, Audit Criteria

• Audit Program, Audit Program Risks and Opportunities

• Audit Process - Phases of an Audit

1) Audit Planning

2) Audit Preparation – Checklists, Questioning technique

3) Audit Performance and Review

4) Audit Reporting

5) Audit Follow-up

• Group Exercises

♣ **Non-Conformance**

• Definition of NC

• Types of NC's

• Recording of NC – Clear writing of NC's with examples

• Case Studies and Group Exercises

♣ **Exam – 1 hour (Objective and Subjective type)**

Issue of Certificate

A Certificate of successful completion shall be issued to all the delegates who score 70% marks and above in the Exam. Others will be issued a certificate of attendance.

Registration Fee : Rs.3,000 + 18 % GST

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Registered & Head Office-

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