

## Online Training Program in Auditing and NC Writing

Date: 3rd June 2021, Time: 9.30am to 5.30pm

### 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

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

To know about all our Online Training Programs scan adjacent QR Code

**To Register and Pay** : [Click Here](#)

### Registered & Head Office-

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### 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.



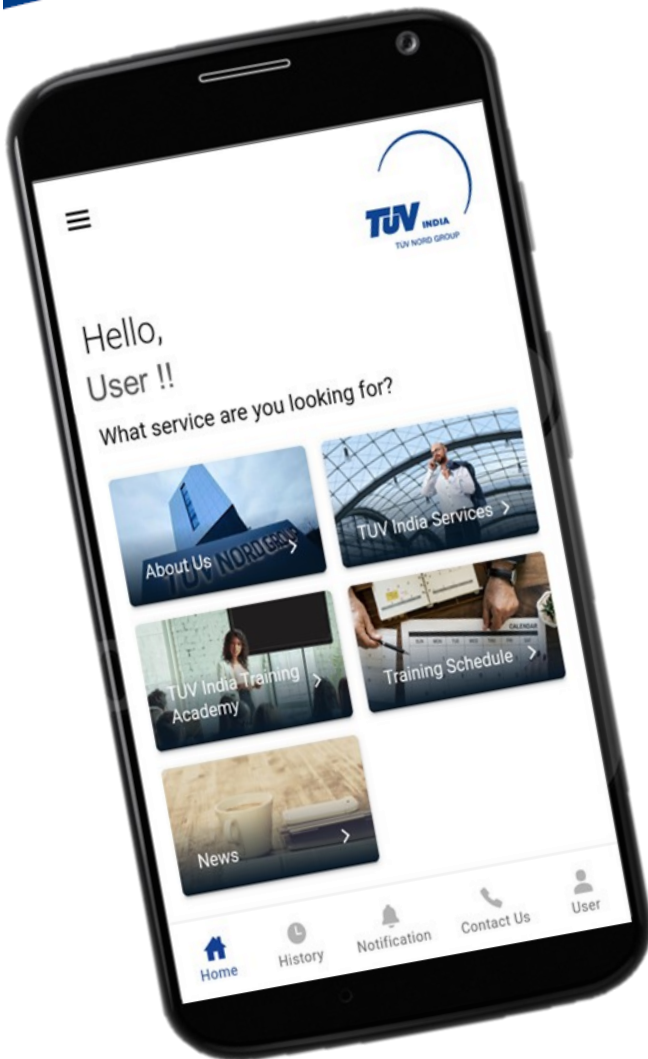
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Expertise for your Success

All our Online Training Offerings are for the resident of India & Sri Lanka Only.

# TUV India's Customer Friendly Mobile App

## TUV INDIA TRAINING ACADEMY (TITA)



**Our user friendly mobile application is developed to provide constant connect with our customers and participants along with hands-on information about the latest offerings of TUV India Training Academy. The app is also apprising the users on diverse service portfolio of TUV India along with latest developments related to our company.**

Some of the highlights of our app are:

- **Available on Android- Google Play Store & iOS Apple Store**
- **Provides overview about TUV India (TUV NORD GROUP), our services and latest developments**
- **Details about TUV India Training Academy offerings**
- **Training Schedules – both Class Room and Online Trainings**
- \* For each training, the app provides Course Features, Who should attend, Course Contents, Pre-requisites etc
- \* Link for Registering for the course of choice with integrated payment gateway
- \* Payment History (Receipts, Invoices)
- \* Certificates for attended programs based on user eligibility
- \* Notifications related to new offerings and sessions
- \* Contact us with linked email or phone (toll free number)
- \* Individual User Profile



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