

AUDITING TECHNIQUES		
COSCAP-SA Reference	Course	25.0
Scope of training	This course is designed to allow delegates to gain practical experience in planning, conducting, and managing internal audits, supplier audits and contractor audits.	
Objectives of the course	<ul style="list-style-type: none"> • Understand the main principles and objectives of an audit • Acquire auditing technics to prepare, realise, follow-up audits • Understand the rules concerning communication and auditor's attitude and appearance 	
Course duration	5 days	
Recommended participant profile	This course is suitable for any staff required to perform internal or external audits, including Quality Managers and Internal Auditors	
Key topics	<ul style="list-style-type: none"> • Main principles, objectives and added values of an audit • Presentation of quality standards: ISO 9001, ISO 19001, EN 9100, • Audit requirements in EASA regulations (section B) • Audit types (system, product, process, ...) • Audit definition and terminology • Audit planning : <ul style="list-style-type: none"> ○ Auditor role and description ○ Audit program • Audit phases : <ul style="list-style-type: none"> ○ Initialise the audit ○ Prepare the audit ○ Realise the on-site audit ○ Write and follow-up the audit reports • Communication during the audit • Auditor's behaviour and attitude • Exercises to consolidate acquired knowledge • Audit simulation: audit implementation from beginning to end 	
Method of delivery	<ul style="list-style-type: none"> • Audit simulation • Case studies • Exercises • Good practice examples • Interactive course • Simulated situations 	
Maximum participants	8	
Logistical requirements requested from host state	<ul style="list-style-type: none"> • Classroom training: projector and screen, a flip chart with marker pens, U shaped class layout • Each delegate is requested to bring to the training their own personal computer • Training projector 	