

Auditor Course

Classroom / In-company-audit

An audit is an important management tool. It supports the company to reach its targets.

Continuous improvement is a key factor for safe and secure operations. All facets of an efficient quality auditing system will be explored, looking at all steps of an audit cycle. The course enables employees and executives to conduct quality control measures in their own organisation or at subcontractors.

The theoretical part of this course will be completed with a practical in-company audit.

Objectives	The contents taught will enable the participants to enhance their efficiency in carrying out their audit work and to make an effective contribution to the company specific corporate governance.
Target audience	This course is designed for employees and executives who will conduct or support audits as an auditor in compliance with applicable law and requirements.
Key topics	<ul style="list-style-type: none"> - Management system - Quality control measures - Audit process - Audit planning - Audit checklists - Audit conduct - Audit reporting - Monitoring the measures
Benefit	<ul style="list-style-type: none"> - Practical training in the field of audits - Practical tools and means for the effective conduct of audits - The contents are taught by an experienced expert from the industry
Certificate	A 2assistU certificate is awarded upon successful completion of the course and the final audit
Method	<ul style="list-style-type: none"> - Classroom course - In-company audit
Language	English
Pre-requisites	The participants will conduct audits
Location	This course is delivered in Brugg or upon request as in-company course
Duration	17 hours total time; preparation 1h / classroom 8h, in-company Audit 8h.
Course instructor, Audit expert	Reto Gasser (Dipl. Quality Manager NDS HF, National Auditor FOCA , IOSA Auditor, EC Auditor)
Date	Upon request
Price / participant	CHF 1'780 incl. in-company Audit (Recurrence in-company Audit CHF 600)
Registration	www.2assistu.ch +41 44 586 46 50

Breakdown Auditor Course

Preparation

Identify the most important regulations and methods used to ensure the compliance and their documentation within your organisation.

1 hour

Classroom

All relevant contents will be taught using practical exercises and examples:

- Management System / Corporate Governance
- Quality control measures
- Audit process
- Audit planning
- Audit checklists
- Audit conduct
- Audit reporting
- Monitoring the measures

1 day (8 hours)

In-company Audit

After acquisition of practical and theoretical knowledge, the participant will prepare and conduct an in-company audit including reporting. An experienced expert will accompany and support you during processes of conducting and reporting. By doing so the conducted audit will gain an official status. Furthermore, participants will right away be able to perform their next audits themselves.

- 2.5h Preparation of the in-company audit, choosing the topic is on participant/company behalf
- 3.0h Conduction of the in-house audit, together with the expert
- 2.5h Audit-Reporting, together with the expert

1 day (8 hours)

Certificate

A certificate will be awarded after successful participation of the theoretical course and the completion of the practical in-company audit