

€ TRAINING

Management Systems Auditor



18 - 22 November 2024
Baku (Azerbaijan)
Holiday Inn Baku



Management Systems Auditor

REF: A805 DATE: 18 - 22 November 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 Euro

Introduction:

This training program is designed to equip professionals with the knowledge and skills needed to become proficient management systems auditors. It empowers them to drive continual improvement and excellence in management systems.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the principles and practices of management systems auditing.
- Develop and implement audit plans and procedures compliant with international standards.
- Conduct thorough audits to assess the effectiveness and compliance of management systems.
- Analyze audit findings and provide actionable recommendations for improvement.
- Foster a culture of continual improvement and excellence in management systems.

Targeted Audience:

- Aspiring auditors seeking to enter the field of management systems auditing.
- Quality assurance professionals interested in expanding their auditing skills.
- Compliance officers responsible for ensuring adherence to management system standards.
- Management representatives involved in maintaining and improving management systems.
- Professionals seeking to enhance their auditing competencies across various industries.

Program Outlines:

Unit 1:

Introduction to Management Systems Auditing:

- Overview of management systems auditing and its significance.
- Key principles and objectives of management systems auditing.
- Understanding the requirements of international management system standards ISO 9001, ISO 14001, ISO

45001.

- Roles and responsibilities of management systems auditors.
- Case studies illustrating the importance of effective management systems auditing.

Unit 2:

Developing Audit Plans and Procedures:

- Steps to develop comprehensive audit plans aligned with international standards.
- Identifying audit scope, objectives, and criteria based on management system requirements.
- Creating audit checklists and documentation for effective audit execution.
- Preparing audit schedules and resource allocation for efficient audit management.
- Ensuring audit plans comply with relevant regulations and industry best practices.

Unit 3:

Conducting Effective Audits:

- Techniques for conducting thorough and objective management systems audits.
- Planning and executing on-site audits, including interview techniques and data collection methods.
- Evaluating the effectiveness and compliance of management system processes and procedures.
- Identifying non-conformities and areas for improvement during audits.
- Documenting audit findings accurately and comprehensively.

Unit 4:

Analyzing Audit Findings and Providing Recommendations:

- Analyzing audit findings to determine root causes and trends.
- Prioritizing findings based on severity and impact on management system performance.
- Developing actionable recommendations to address identified non-conformities and improvement opportunities.
- Communicating audit results and recommendations effectively to stakeholders.
- Facilitating discussions and providing guidance on implementing corrective and preventive actions.

Unit 5:

Continuous Improvement in Management Systems Auditing:

- Establishing mechanisms for continual improvement in management systems auditing practices.
- Reviewing audit performance and identifying opportunities for auditor development.
- Incorporating lessons learned from audits to enhance future audit processes.
- Contributing to the enhancement of management system standards through feedback and participation in standard development activities.
- Fostering a culture of excellence and professionalism in management systems auditing.