



## Fundamentals of Auditing

Auditing helps organisations identify opportunities for improvement in their systems and processes by providing a structured approach to uncovering areas that need change.

Regular audits encourage continual improvement that reduce inefficiencies, improve performance, and increase customer satisfaction.

This 1-day Fundamentals of Auditing training explains what auditing is, the responsibilities of an auditor, and how internal audits are performed.

The course includes interactive workshops which give delegates the opportunity to practise their new skills while working in groups and under the guidance of the tutor. Exercises and discussions will cover topics such as questioning styles and writing a nonconformity report.

### COURSE DURATION

1 day

### CPD

Equivalent to 7 hours

### COURSE PRICE

From £625 + VAT

### DATES & VENUES

[View dates & venues](#)

### CERTIFICATES

All delegates will receive a certificate on completion.

## Who should attend?

The Fundamentals of Auditing training course is designed for those who would like to understand the role of internal auditing and auditors within their organisation. This may include:

- staff whose organisations are due to be audited and who need to understand of the process
- current auditors seeking to refresh their auditing knowledge
- managers and owners of processes
- anyone planning to audit a management system or process

This Fundamentals of Auditing training does not focus on auditing against a specific standard. If you are looking for a course that provides these skills, then we recommend looking instead at our two-day Internal Auditor training courses or our five-day CQI and IRCA certified Lead Auditor training courses.

## Key topics

Topics covered on the course include:

- introduction to auditing
- audit objectives
- process-based management systems
- audit checklists
- management system documentation
- managing the internal audit programme
- the internal audit process (preparation, performance, reporting, follow-up)
- question styles and sampling
- nonconformity writing
- attributes and characteristics of an auditor

## Skills gained

On completion of this course delegates will be able to:

- describe the responsibilities of the internal auditor and the role of internal audits in maintaining and improving systems and delivering business benefits
- understand the skills necessary to plan and prepare for an internal audit
- create audit checklists
- gather objective evidence through interview and sampling of records
- apply differing questioning styles and sampling techniques to the audit of processes
- write factual nonconformity reports that help to improve the effectiveness of the management system



Delegates who attend the course for the full day will receive a certificate of completion.

Course agenda >

## Course agenda

Our training courses are designed to optimise the learning experience for delegates both in face-to-face settings and in our Virtual Classroom.

Under the guidance of our expert tutors, attendees will follow an agenda which is briefly outlined below:

- Welcome and Introductions
- Module 1 Introduction to auditing
- Workshop 1 Definition of a management system audit
- Workshop 2 Evidence for different audits
- Module 2 Process Based Management Systems
- Module 3 The Internal Audit Programme
- Module 4 The Internal Audit Process
- Module 5 Performing the Audit
- Exercise A Reviewing documented information
- Workshop 3 Interviewing with a checklist
- Module 6 Nonconformity statements
- Exercise B Nonconformity Report
- Module 7 The Auditor

## In-company training

Ideal for groups, you can receive this course exclusively for your organisation at your premises or online in our user-friendly Virtual Classroom.

Enjoy cost-effective flexibility and personalised learning with tailored messaging designed to address your unique business challenges. [Contact us for a quote.](#)

The course was presented in an easy to understand and follow style. The breaks were well judged and helped keep me attentive and refreshed. The tutor uses her work-based experiences as real examples of what she is teaching the attendees.

#### Ongo

The tutor was very engaging which made the course a joy to be on. Her passion and knowledge was inspiring and I feel I have learnt a lot on this course. I feel confident now to apply this knowledge on my auditing journey. The notes sent to us prior to this training was very beneficial and I will refer to this throughout my audits.

#### Oak Dry Lining

The tutor was very relatable and explained everything accordingly based on the knowledge and experience of the group. From this we should all be able to apply from what we have learnt.

#### Rochester Midland

#### [Read our course reviews](#)

## Why train with Bywater?

Bywater is the leading independent provider of professional ISO 9001 training in the UK.

Our expert training offers practical understanding of how to realise the benefits and assess the success of implementing and operating a quality management system.

Our delegates know they can rely on proven training delivered by experts at times and locations to suit their needs.

**40 years** established

**100+** course titles

**15** UK locations

**1000+** courses annually

 Global Virtual Classroom

CQI & IRCA, ISEP, RSS and IOSH approved training provider.



[VIEW DATES & VENUES](#)

Booking is easy

Simply select a course date and venue and fill in the online form. View our full range of courses at [www.bywater.co.uk](http://www.bywater.co.uk)

If you have any questions please call us on 0333 123 9001, use our online chat or email [contact@bywater.co.uk](mailto:contact@bywater.co.uk)

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