

TRAIN THE AUDITOR

Duration: 1 day

Mode of training: In house & Classroom

Fee: \$1000 (includes time for preparation & material & 4 hours of support)**



ABOUT US

Strategic Management Architecture Research & Training Africa Limited (Smart Africa) is a Management consultancy firm with a focus on training in the areas of Strategy, Kaizen and ISO 9001 Quality Management Systems(QMS). We undertake customized training programs in house and off premise in our World class Top Deck Conference centre located in a serene & lush green valley within Lusaka City limits. The training programs are conducted by seasoned professionals.



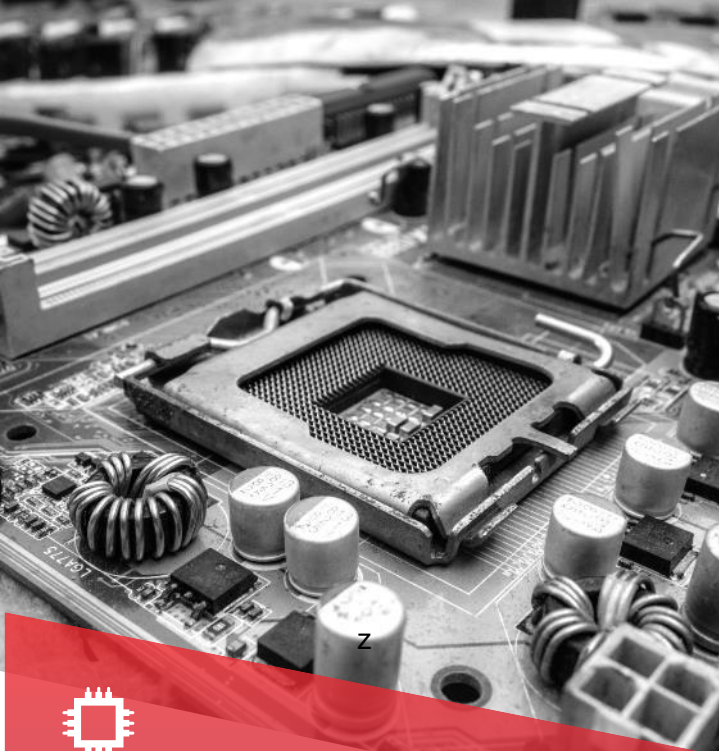
CONTACT US

Flat 3 E377 Bishops Road
Kabulonga, Lusaka , Zambia
+260 964 00 77 00
info@smartafrica.co
<https://smartafrica.co>

ISO9001:2015

Train the Auditor

Call now: +260 964 00 77 00



FACT FINDING

Internal & External

Who is an Auditee and an Auditor?

You will learn about how to conduct an interview before an audit with the first and second parties.

How to maintain integrity and professionalism during an audit

- Honesty, Responsibility & Confidentiality

*“Learning is not compulsory,
So is survival “– Dr W E Deming*



PURPOSE OF AUDIT

Accuracy, Compliance, Effectiveness

Difference between Fact finding and Fault Finding

5 Phases of Audit

- Initiation, Preparation, Execution, Reporting and Follow up

Detailed explanation of the above



ACTUAL AUDIT

Methods of obtaining audit evidence

Observation

Interview procedures

Verification of records

Identifying non conformity and grading as major or minor deviations

Developing an Audit report

Corrective action, Sustaining & Follow up



Requirements :

- List of participants
- Name and Contact of Management Representative
- Existing Audit team (with current designation) and experience in conducting an audit
- Recent audit report sample if any

Audit needs:

- Access to documents, areas of functional departments
- Access to user defined sample of 2 customers and 2 vendors
- List of major challenges faced and documents there of for brainstorming
- List of repeated non conformity for study and discussions

Audit needs:

- Access to documents related to statutory compliances

Note :

Please email info@smartafrica.co for any queries

*** Fees include post training support with physical visits twice for 2 hours each to be availed within 6 months*

