

Audit Techniques and Practice – Stage 1



Course Manager: Arne Elmquist

Lunch and coffee are not provided by EUROCONTROL and shall be covered at the participants' expenses

DAY/TIME	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	
Day 1		Introduction	<i>Module 01, Exercise 1</i> Basic Principles of Management Systems and Auditing			<i>Exercise 2</i> Doc. Audit	<i>Module 02</i> Audit Process	<i>Exercise 3</i> Document Review			
Day 2	Review	Review of Team Exercise	<i>Module 03</i> Audit Planning		<i>Exercise 4</i> Process Analysis	<i>Exercise 5</i> Initial Oversight Visit Schedule		<i>Module 04</i> Auditor Qualities and Audit Protocol	<i>Exercise 6</i> Audit Entry Meeting		
Day 3	Review	Audit Entry Meeting	<i>Module 05</i> Auditor Planning	<i>Exercise 7</i> High Level Checklist		<i>Module 06</i> Finding Evidence of Compliance	<i>Module 07</i> Plan of Action plus Detailed Checklist		<i>Exercise 8 and 9</i> Preparing for Audit Role Play		
Day 4	Review	<i>Module 08</i> Recording Audit Results	<i>Exercise 10</i> Writing Non-conformity	Role Play							
Day 5	Review	<i>Module 09</i> Evaluating and Presenting The results	<i>Exercise 11</i> Summary of Audit Result		<i>Module 10</i> Audit Report	<i>Module 11</i> Corrective Action Process	Info on Stage 2&3 Course Debrief				