

# Audit Techniques and Practice – Stage 1

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

Course Manager: Matteo Sottile

DAY/TIME	09:00	10:00	10:00	11:00	11:00	12:00	13:00	14:00	14:00	15:00	15:00	16:00	16:00	17:00	17:00	18:00	
<b>Day 1</b>			<b>Course Introduction</b>	<b>Module 01, Exercise 1</b> Basic Principles of Management Systems and Auditing		<b>Exercise 2</b> Doc. Audit		<b>Module 02</b> Audit Process		<b>Exercise 3</b> Document Review							
<b>Day 2</b>	Review		<b>Exercise 3</b> (con't) Review of Team Exercise	<b>Module 03</b> Audit Planning		<b>Exercise 4</b> Process Analysis		<b>Exercise 5</b> Initial Oversight Visit Schedule		<b>Module 04</b> Auditor Qualities and Audit Protocol		<b>Exercise 6</b> Audit Entry Meeting					
<b>Day 3</b>	Review		<b>Exercise 6</b> (con't) Audit Entry Meeting	<b>Module 05</b> Auditor Planning		<b>Exercise 7</b> High Level Checklist			<b>Module 06</b> Finding Evidence of Compliance		<b>Module 07</b> Plan of Action plus Detailed Checklist		<b>Exercise 8 and 9</b> Preparing for Audit Role Play				
<b>Day 4</b>	Review		<b>Module 08</b> Recording Audit Results	<b>Exercise 10</b> Writing Non-conformity		<b>Role Play</b>											
<b>Day 5</b>	Review		<b>Module 09</b> Evaluating and Presenting The results	<b>Exercise 11</b> Summary of Audit Result		<b>Module 10</b> Audit Report		<b>Module 11</b> Corrective Action Process		Info on Stage 2&3							