



Talent, Innovative and Tactical Execution



# AUDITOR ESSENTIALS (2 DAYS)

Accredited Provider



IACET - 5615750

Membership



Stay Connected





## Contents

- Program Overview
- Contact Us

## AUDITOR ESSENTIALS - 2 Days

### Program Overview

This course provides participants with an in-depth understanding, knowledge, and skills needed to carry out successful internal & external audits for all industry segments. The latest methodologies, practices, and techniques are utilized including practical application..

This course utilizes the latest training methodologies and uses a combination of lecture and group auditing to ensure each participant is able to organize & lead an audit; evaluate objective evidence; write effective findings and evaluate corrective actions to close out audits.

This course is accredited by the International Association of Continuing Education & Training (Accredited Provider Certification ref: IACET-5615750) and satisfies the formal training requirements for individuals seeking accredited continuing education units (CEUs). Upon successful completion, participant receive their Registered Professional Number (RPN™), leather bound credentials issued by Wollam Groups.

### Summary of Course Curriculum

- Effectively scope out an audit
- Conduct a preliminary document review
- Conduct an effective opening meeting
- Conduct an effective audit interview
- Conduct effective closing meeting
- Understand and abate audit risks
- Develop audit plan
- Understand how to use & select the appropriate audit tools
- Manage the audit process
- Conduct pre-audit finding reviews
- Understand how to handle conflict
- Audit closure and reporting

### Who Should Attend

This program is designed for quality and HSE personnel, auditors, managers responsible to plan and lead an audit.

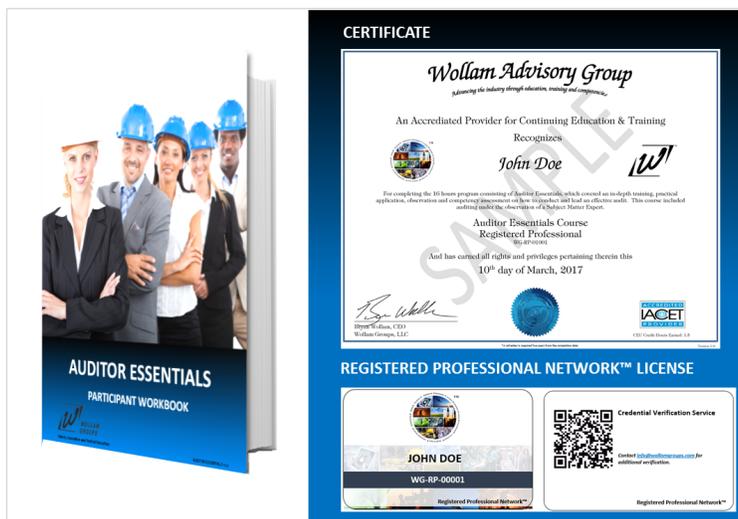


## Contents

- Program Overview
- Contact Us

## AUDITOR ESSENTIALS - 2 Days

### Course Materials & Credentials



1. Participants in attendance of this course will receive the Auditor Essentials Participant Workbook.
2. Upon completion, participants will receive the professional leather bound credentials issued by Wollam Groups with a unique registration number and be listed in the Industry Registered Professional Network™
3. Participants that successfully complete the course requirements, will be awarded 1.5 CEUs



### Registered Professional Number

Upon successful completion, participants will receive a unique Registered Professional Number and be enrolled in the Registered Professional Network™ (RPN). This network includes unique registration numbers for each professional designation received through Wollam Groups and allows the industry to locate Registered Professionals for their areas of expertise.

### Our Commitment

Wollam Groups is an IACET Accreditation Provider (AP) for industry training. In 2016, Wollam Groups was selected by the IACET Award Committee as the winner of the “Exemplar Training Organization Award, IACET's most prestigious award. This award honors exemplary, results-oriented programs that have demonstrated significant and relevant impact on the populations and industries served. Wollam Groups’ decision to become accredited to IACET was to ensure participants receive the highest level of training available.



## Contents

- Program Overview
- Contact Us

## AUDITOR ESSENTIALS - 2 Days

## Contact Us

Wollam Groups has a world partnership and access to modern training facilities and offices in Singapore, Brazil, Saudi Arabia, Malaysia, Azerbaijan and Australia and many more. Our corporate headquarters is located in Houston, Texas, United States in the San Felipe Plaza, conveniently located west of the Uptown Houston district, a satellite business district and center for premier shopping, hotels, and fine dining.



**Corporate Office**

**Wollam Groups, LLC**  
5847 San Felipe St., Suite 1700  
Houston, TX 77057  
Tel: (1) 713-821-1741

Visit us at [www.wollamgroups.com](http://www.wollamgroups.com)



©2016 Wollam Groups, LLC

5847 San Felipe St., Suite 1700  
Houston, TX 77057

Tel: (1) 713-821-1741

Visit us on the web: [www.wollamgroups.com](http://www.wollamgroups.com)